
**SECTION J
STUDENTS**

Approved by the Granby School Committee: May 2, 2016

<u>JA</u>	<u>STUDENT POLICIES GOALS</u>
<u>JB</u>	<u>EQUAL EDUCATIONAL OPPORTUNITIES</u>
<u>JBA</u>	<u>STUDENT-TO-STUDENT HARASSMENT</u>
<u>JE</u>	<u>STUDENT ATTENDANCE</u>
<u>JEB</u>	<u>KINDERGARTEN ENTRANCE AGE</u>
<u>JF</u>	<u>SCHOOL ADMISSIONS</u>
<u>JF-R</u>	<u>STUDENT ENROLLMENT PROCEDURES</u>
<u>JFA</u>	<u>ASSIGNMENT OF STUDENTS TO CLASS</u>
<u>JFABB</u>	<u>FOREIGN EXCHANGE STUDENTS</u>
<u>JFABD</u>	<u>HOMELESS STUDENTS – ENROLLMENT RIGHTS SERVICES</u>
<u>JFABD-R</u>	<u>HOMELESS LIAISON PROCEDURES</u>
<u>JFBB</u>	<u>SCHOOL CHOICE</u>
<u>JH</u>	<u>STUDENT ABSENCES AND EXCUSES</u>
<u>JHCA</u>	<u>SENIOR PRIVILEGES – LEAVING GROUNDS</u>
<u>JHD</u>	<u>EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE</u>
<u>JI</u>	<u>STUDENT RIGHTS AND RESPONSIBILITIES</u>
<u>JIA</u>	<u>DUE PROCESS RIGHTS</u>
<u>JIB</u>	<u>STUDENT INVOLVEMENT IN DECISION-MAKING</u>
<u>JIC</u>	<u>STUDENT DISCIPLINE</u>
<u>JICA</u>	<u>STUDENT DRESS CODE</u>
<u>JICC</u>	<u>STUDENT CONDUCT ON SCHOOL BUSES</u>
<u>JICE</u>	<u>STUDENT PUBLICATIONS</u>

<u>JICF</u>	<u>GANG ACTIVITY/SECRET SOCIETIES</u>
<u>JICFA</u>	<u>PROHIBITION OF HAZING</u>
<u>JICFA-E</u>	<u>HAZING DEFINITIONS</u>
<u>JICFB</u>	<u>BULLYING PREVENTION</u>
<u>JICFB-E-1</u>	<u>BULLYING ALLEGATION FORM</u>
<u>JICFB-E-2</u>	<u>STUDENT SAFETY PLAN</u>
<u>JICG</u>	<u>TOBACCO USE BY STUDENTS</u>
<u>JICI</u>	<u>WEAPONS POLICY</u>
<u>JIE</u>	<u>PREGNANT STUDENTS</u>
<u>JIH</u>	<u>INTERROGATIONS AND SEARCHES</u>
<u>JJA</u>	<u>STUDENT ORGANIZATIONS</u>
<u>JJE</u>	<u>STUDENT FUNDRAISING ACTIVITIES</u>
<u>JJF</u>	<u>STUDENT ACTIVITY FUND (KCDB)</u>
<u>JJF-R</u>	<u>REPLENISHMENT OF STUDENT ACTIVITY FUNDS</u>
<u>JJI</u>	<u>ATHLETIC POLICY</u>
<u>JJI-R</u>	<u>PROCEDURE FOR EIGHTH GRADE STUDENTS PARTICIPATING ON VARSITY TEAMS</u>
<u>JJI-E-1</u>	<u>ATHLETIC DEPARTMENT EIGHTH GRADE MOVE-UP REQUEST</u>
<u>JJI-E-2</u>	<u>GRANBY JR.-SR. HIGH SCHOOL ATHLETIC PERMISSION FORM</u>
<u>JJIA</u>	<u>ATHLETIC AND CO-CURRICULAR ELIGIBILITY</u>
<u>JJIC</u>	<u>CO-OPERATIVE ATHLETIC PROGRAMS</u>
<u>JJIF</u>	<u>ATHLETIC HEAD INJURY/CONCUSSION POLICY</u>
<u>JJIF-R</u>	<u>ATHLETIC HEAD INJURY/CONCUSSION POLICY PROCEDURES</u>
<u>JKAA</u>	<u>PHYSICAL RESTRAINT</u>
<u>JLAA</u>	<u>ATHLETIC INSURANCE</u>

JLC STUDENT HEALTH SERVICES

JLCA PHYSICAL EXAMINATIONS OF STUDENTS

JLCAA HEAD LICE POLICY

JLCB INOCULATIONS OF STUDENTS

JLCC COMMUNICABLE DISEASES

JLCD ADMINISTERING MEDICINES TO STUDENTS

JLCDA AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) POLICY

JLD GUIDANCE PROGRAM

JP STUDENT GIFTS AND SOLICITATIONS

JQ STUDENT FEES, FINES, AND CHARGES

JRA STUDENT RECORDS

JRD STUDENT PHOTOGRAPHS

STUDENT POLICIES GOALS

The student is the top priority and focal point of all operations of the Granby Public Schools.

Consequently the School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The School Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

LEGAL REF: 603 CMR 26:00

[BACK TO TOP](#)

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, gender, sexual orientation, religion, nationality, physical and intellectual differences, homelessness, and disability.

To accomplish this, the School Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. 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 course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.”

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972
Executive Order I 1 246, as amended by E.O. I 1 375
Title IX, Education Amendments of 1972
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, Chapter 766 Regulations 10/74 – amended through 3/28/78
603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

[BACK TO TOP](#)

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Granby Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

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

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

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

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

Title VII, Section 703, Civil Rights Act of 1964 as amended

BESE 603 CMR [26:00](#)

REFS.: "Words that Hurt," American School Board Journal, September 1999, National Education Policy Network, NSBA

[BACK TO TOP](#)

STUDENT ATTENDANCE

Students are expected to be in attendance every day of the school year. It is essential to the learning process and establishes good work habits. According to state law, (Chapter 76 Section 1) parents/guardians have the legal responsibility to ensure that their children are in attendance each day school is in session.

Family vacations are not encouraged during the school year. Excessive absences have a negative effect on test scores, class participation and other criteria used by the classroom teacher to establish satisfactory performance. Parents will receive notice when their child has excessive absences or tardies. Excessive absences may jeopardize a student's promotion and/or successful course completion.

Arrangements should be made with the classroom teacher to clarify when and how work needs to be completed. It is the responsibility of the student to make up class work missed during any absence. Failure to do so may result in a zero.

LEGAL REFS.: M.G.L. 76:2

[BACK TO TOP](#)

KINDERGARTEN ENTRANCE AGE

Children reaching the age of five by August 31st of any year will be eligible for Kindergarten in that school year. Children reaching the age of five after August 31st will not enter Kindergarten until the following school year. No waivers or exceptions to this policy will be allowed.

[BACK TO TOP](#)

SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the Granby Public Schools, as will certain children who do not reside in the town but who are admitted under School Choice.

Advance registration for prospective kindergarten students will take place at a time and date to be determined by the Superintendent. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal, proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency will be required by the school administration.

LEGAL REFS.: M.G.L. 15: 1 G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JFBB, School Choice
JLCA, Physical Examination of Students
JLCB, Inoculations of Students

[BACK TO TOP](#)

SCHOOL ADMISSIONS PROCEDURES

Admission to Course of Study

1. Each and every course of study offered by the Granby Public Schools shall be open and available to students regardless of race, color, gender, religion, sexual orientation, national origin, homelessness, and disability. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one gender, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
2. The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, disability, gender, national origin, sexual orientation, religion, homelessness or disability of that student.
3. The scheduling of students into courses or units of study shall not be done on the basis of race, gender, color, religion, national origin, sexual orientation, homelessness or disability.
4. Each student, regardless of race, color, gender, national origin, religion, limited English-speaking ability, sexual orientation, homelessness, or disability shall have the rights of access to courses of study and other opportunities available through the Granby Public Schools along with appropriate English Language Learner instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
5. Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each gender when necessary in order to respect personal privacy.

LEGAL REFS.: M.G.L. 15:1 G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26:01; 26:02; 26:03

[BACK TO TOP](#)

ASSIGNMENT OF STUDENTS TO CLASS

- A. The assignment of students for instructional purposes is the responsibility of the Principal and staff of the school the child is attending. The reason for having established procedures is to ensure that each student is placed in a balanced and appropriate classroom so that optimal learning will take place. When placement involves a class moving from one building to another, consultation between Principals will occur.
- B. Determining a student's class placement is a complicated task. In recognition of this fact, parents and guardians who wish to do so are asked to share information regarding their child's needs with the Principal by May 15th. Such information **must** be in writing, and requests for placements with a specific teacher will not be accepted.
- C. At the secondary level students are expected to become more involved in decisions relating to their placement in educational programs.
- D. Students in grades K-6 will receive notice of their class placement and teacher no later than two (2) weeks prior to the opening of school.

[BACK TO TOP](#)

FOREIGN EXCHANGE STUDENTS

Granby School District Principals may accept a foreign exchange student on an individual basis, subject to grade level openings and subject to the approval of the Superintendent, based on the following:

F-I Visa (Issued By U.S. Homeland Security)

A prospective foreign exchange student must be eligible for an F-I Visa to attend a secondary public school in Granby (F-I Visas cannot be granted to attend elementary schools or adult education programs), which shall include:

1. Making application through a state department (Homeland Security) approved foreign exchange placement program;
2. Having pre-approval from the accepting school district that the student would be accepted upon the completion of a successful application and the receipt of an F-I Visa;
3. Having an 1-20 Form completed and approved (notarized) by the accepting school district, including verification that the prospective foreign exchange student:
 - a. Is requesting initial attendance (would be first time attending the accepting school)
 - b. That the student would be enrolled in a full course of study within the accepting school
 - c. That the student already is reasonably proficient in English
 - d. That the parents/guardians of the student, or the student (if appropriate), will pay in advance all the unsubsidized costs (i.e., full tuition for a full tenth month school year based on the school's most recent per-pupil cost and other applicable student fees) to the accepting school district which cannot be waived
4. Having appropriate documentation regarding the adults who the student would be living with while attending school and decision making authority of the adults over the student; and
5. Having all required enrollment documentation (e.g., immunization, discipline records, recent transcripts) available and translated into English at the cost of the approve placement program/sponsor, or parents/guardians.

J-1 Visa (Issued By U.S. State Department)

A prospective foreign exchange student must be eligible for a J-1 Visa to attend a public school in Granby, which includes:

1. Making application through a U.S. State Department approved foreign exchange placement program or sponsor;
2. Having pre-approval from the accepting school district that the student would be accepted upon the completion of a successful application and the receipt of an J-1 Visa;
3. Having a DS-2019 Form completed and approved (notarized) by the accepting school district, including verification that the prospective foreign exchange student:
 - a. Is requesting an initial attendance (would be first time attending the accepting school district)
 - b. That the student would be enrolled in a full course of study within the accepting school district
 - c. That the student already is reasonably proficient in English (i.e., exceptions only through special arrangements with the U.S. State Department)
 - d. That the parents/guardians of the student, or the student (if appropriate), will pay in advance all the unsubsidized costs (i.e., full tuition for a full tenth month school year based

on the school's most recent per-pupil cost and other applicable student fees) to the school district which cannot be waived except through special arrangements with the U.S. State Department

4. Having appropriate documentation regarding the adults who the students will be living with while attending school and decision making authority of the adults over the student; and
5. Having all required enrollment documentation (e.g., immunization, discipline records, recent transcripts) available and translated into English at the cost of the approve placement program/sponsor, or parents/guardians.

[BACK TO TOP](#)

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the Granby Public Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, English Language Learners education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The Massachusetts Department of Education has adopted Section 725(2) of the Act regarding the definition of homeless children and youth:

- *individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.*

This definition shall include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- unaccompanied youth – a youth not in the physical custody of a parent or guardian.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

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

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin, the Granby Public School will coordinate with the other school district the transportation services necessary for the student and will divide the costs equally.

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

LEGAL REFS.: Title I, Part C
Every Student Succeeds Act (ESSA) of 2015
McKinney-Vento Homeless Education Assistance Improvements Act of 2001

[BACK TO TOP](#)

HOMELESS LIAISON PROCEDURES

1. The Director of Pupil Services will serve as the Homeless Liaison for the Granby Public Schools.
2. The Homeless Liaison will ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.
3. Once contacted, the Homeless Liaison will ensure that homeless students are enrolled in, and receive full and equal opportunity to succeed in, the schools of the district.
4. The Homeless Liaison will ensure that families, children, and youth receive educational services for which they are eligible, including pre-school programs administered by the Granby Public Schools and referrals to health, mental health, dental, and other appropriate services.
5. The Homeless Liaison will ensure that Parents and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
6. The Homeless Liaison ensures that enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney-Vento Act.
7. The Homeless Liaison ensures that parents, guardians, and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.
8. The Homeless Liaison assists youth who do not have immunizations or immunization or medical records in obtaining necessary immunization or medical records.
9. The Homeless Liaison will help unaccompanied youth choose and enroll in a school, after considering the youth's wishes, and provide youth with notice of their right to appeal an enrollment decision that is not their choice.
10. The Homeless Liaison must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
11. The Homeless Liaison will collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for the provision of the education and related services to children and youth in homeless situations.

[BACK TO TOP](#)

SCHOOL CHOICE

It is the policy of the Granby Public Schools to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1st of every school year, the administration will determine the number of spaces in each grade available to choice students.
2. That by June 1st of every school year, if consideration is being given to withdraw from the provision of the choice law, a public meeting will be held to review this decision.
3. That when the number of requests exceeds the number of available spaces the selection of non-resident students will be in the form of a random drawing. It will take place one time prior to July 1st and one time prior to November 1st.
4. Any student who is accepted for admission under the provision of this policy is entitled to remain in the Granby Public Schools until graduation from high school except if there is a lack of state funding of the program.
5. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, gender, age, sexual orientation, ancestry, athletic performance, physical handicap, specials need, academic performance or proficiency in the English language.

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

CROSS REF.: JF, School Admissions

[BACK TO TOP](#)

STUDENT ABSENCES AND EXCUSES

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

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

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

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

LEGAL REFS.: M.G.L. 76:1; 76:2; 76:16; 76:20

[BACK TO TOP](#)

SENIOR PRIVILEGES

Seniors at Granby Jr.-Sr. High School will be allowed to leave school grounds for lunch if they meet the criteria listed below. Any infraction of school rules will result in suspension of privileges for that individual and/or discipline.

TERMS:

- A. Each student granted senior privileges must sign a release form and have their parent do the same.
- B. Each student must leave school grounds immediately after exiting the building. No loitering in the parking lot will be permitted.
- C. This is a privilege not a right. It can and will be revoked if misconduct occurs in the classroom or outside of it.
- D. An average of 70 must be achieved by the student in the previous marking period.
- E. If the student gets suspended from school his/her senior privilege will be revoked.
- F. A student who has been cited for a surchargeable motor vehicle offense within three (3) months of the start date for privileges will be deemed ineligible.
- G. A student with privileges who is charged with speeding will be subject to immediate loss of senior privileges.
- H. Privileges will be subject to weather conditions as determined by the Jr.-Sr. High School administration.
- I. Students with senior privileges will only be allowed to leave campus in cars belonging to students attending Granby Jr.-Sr. High School.

[BACK TO TOP](#)

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of admission means the withholding of the privilege of enrolling in the Granby Public Schools.

The following are examples of the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth (12) grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the age requirements of either the School Committee or the Commonwealth.

Having been expelled from the Granby Public Schools or any district in the Commonwealth;

Not being a resident of Granby and the Granby Public Schools has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B; 603 CM 26:00

[BACK TO TOP](#)

STUDENT RIGHTS AND RESPONSIBILITIES

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

Among these rights and responsibilities are the following:

1. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

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

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

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

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

[BACK TO TOP](#)

DUE PROCESS RIGHTS

Any student facing the possibility of an external suspension from school is entitled to the rights of due process. External suspensions may be short-term, ten (10) days or less, or long-term, more than ten (10) days.

The Principal or his/her designee will conduct an informal hearing for students facing a possible short-term suspension. The student will be informed of the allegations or charges and will be provided with an opportunity to respond by presenting his/her version of the events to a school administrator. Witnesses possessing knowledge of the conduct in question may be present.

The Principal or his/her designee will decide whether to suspend the student based upon the evidence presented at the informal hearing. If a decision is made to suspend the student, the student and his/her parents will be notified of the length of the suspension and the reasons for the suspension. The student may appeal the suspension to the Superintendent within ten (10) days of the suspension decision.

If a student's presence in school presents a danger to himself/herself or to other students and/or staff, or disrupts the educational process, an immediate suspension may be imposed prior to instituting the aforementioned steps.

In the case of a long-term suspension (more than ten (10) days) or permanent expulsion from the Granby Public Schools students will be afforded the due process rights listed above in addition to written notice of the following:

1. A formal hearing to determine whether or not to impose a long-term suspension or permanent expulsion including the date, time, and place of the hearing.
2. The charges and a description of the evidence to support the charge.
3. The right to be represented by a lawyer or advocate (at the student's expense).
4. The right to present evidence and witnesses.
5. A reasonably prompt written decision, including specific grounds for the action.
6. The right to appeal a decision for a long-term suspension or expulsion to the Superintendent within ten (10) days of receipt of the written decision. In instances covered by M.G.L. c.71, § 37H1/2, the student shall notify the Superintendent in writing of his/her request for an appeal no later than five (5) calendar days following the effective date of the suspension.

Depending upon the severity of the conduct, a report may be made to the Granby Police Department. A student and/or parent/guardian may not require the Principal to remove reports of disciplinary incidents, including criminal acts with which the student was charged or conduct for which the student was suspended, from the student's school file or records, pursuant to M.G.L. Ch. 71 § 37H and § 37H ½.

LEGAL REFS.: M.G.L. 71:37H; 71:37H ½

[BACK TO TOP](#)

STUDENT INVOLVEMENT IN DECISION-MAKING

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

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

Students will be welcomed at School Committee meetings and granted privileges of speaking in line with the privileges extended to the general public. The student representative to the School Committee will have a non-binding vote on all issues before the School Committee.

Student Advisory Committee

School Committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district.

The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the School Committee, without the right to attend executive sessions unless such right is expressly granted by the individual School Committee. Said chairperson shall be subject to all School Committee rules and regulations and shall serve without compensation.

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

CROSS REF. BDF

[BACK TO TOP](#)

STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

¹ Except for offenses referenced in the note at the end of this policy.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student 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 immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

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 short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-

delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent

upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that

are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H3/4](#); [76:17](#); 603 CMR [53.00](#)

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. [71, S. 37H](#) or [37H½](#). The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

[BACK TO TOP](#)

STUDENT DRESS CODE

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

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

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

SOURCE: MASC

[BACK TO TOP](#)

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SOURCE: MASC

[BACK TO TOP](#)

STUDENT PUBLICATIONS

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

Students have a right to write, publish and disseminate their views on school grounds and in school buildings, except that the Superintendent may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Superintendent will require that no literature be distributed unless a copy is submitted to him/her in advance.

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

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

[BACK TO TOP](#)

GANG ACTIVITY/SECRET SOCIETIES

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

SECRET SOCIETIES

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

SOURCE: MASC

[BACK TO TOP](#)

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

SOURCE: MASC

LEGAL REF.: M.G.L. [269:17](#), [18](#), [19](#)

[BACK TO TOP](#)

HAZING DEFINITIONS

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

SOURCE: MASC

[BACK TO TOP](#)

BULLYING PREVENTION

The Granby Public Schools are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, 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” means 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 a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying 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, the full cooperation and assistance of parents and families are expected.

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At 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 Granby Public Schools.

Bullying and cyber-bullying are 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 Granby 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 disrupt the education process or the orderly operation of a school.

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 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 obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students 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.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

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.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

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. A monthly report shall be provided to the Superintendent.

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 Granby 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 employees and volunteers who have significant contact with students 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 Granby Public Schools website.

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](#)

M.G.L. [71:37O](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

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

CROSS REFS.: [AC](#), Nondiscrimination
[ACAB](#), Sexual Harassment
[JBA](#), Student-to-Student Harassment
[JICFA](#), Prohibition of Hazing
[JK](#), Student Discipline Regulations

SOURCE: MASC August 2013

[BACK TO TOP](#)

GRANBY PUBLIC SCHOOLS BULLYING ALLEGATION FORM

1. **Name of Reporter/Person Filing the Report:** This line may be left blank if an anonymous report is being made

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. **Check whether you are the:** Target of the behavior Reporter (not the target)

3. **Check whether you are a:** Student Staff member (specify role) _____
 Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. **If student, state your school:** _____

Grade: _____

5. **If staff member, state your school or work site:** _____

6. **Information about the Incident:**

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior):

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. **Witnesses** (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. **Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

10: Form Given to: _____ Position: _____
Date: _____

Recipient's Signature: _____ Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____
Position(s): _____

2. Interviews:

- Interviewed aggressor Name: _____ Date: _____
- Interviewed target Name: _____ Date: _____
- Interviewed witnesses Name: _____ Date: _____

3. Any prior documented Incidents by the aggressor? Yes No
- If yes, have incidents involved target or target group previously? Yes No
- Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

- YES YES NO
- Bullying Incident documented as _____
- Retaliation only _____
- Discipline referral _____

2. Contacts:

Target’s parent/guardian Date:_____ Aggressor’s parent/guardian Date: _____

District Equity Coordinator/SuperintendentDate: _____

Law Enforcement Date: _____

3. Action Taken:

Loss of Privileges Detention PBIS/Restorative Practices referral Suspension

Community Service Education Other _____

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____ **Initial and date when completed:** _____

Follow-up with Aggressor: scheduled for _____ **Initial and date when completed:** _____

Report forwarded to Principal: Date_____ **Report forwarded to Superintendent: Date**_____
(If principal was not the investigator)

Signature and Title: _____ **Date:** _____

Source: Massachusetts Department of Elementary and Secondary Education

[BACK TO TOP](#)

**GRANBY PUBLIC SCHOOLS
Student Safety Plan**

Student's Name: _____ Grade: _____ School: _____

Purpose of Plan: _____ Duration: _____

Plan Component	Person(s) Responsible for Implementing	Frequency of student check-in (daily, weekly, etc.)	Dates of check-in/By whom

TOBACCO USE BY STUDENTS

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all school buildings, the school facilities, the school grounds, and school buses. All forms of tobacco use shall be prohibited on all school property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds. Student infractions are subject to the disciplinary procedures established in each school's Student Handbook.

LEGAL REF.: M.G.L. 71:37H

[BACK TO TOP](#)

WEAPONS POLICY

Violence, especially violence in connection with weapons, will not be tolerated.

Weapons of any kind shall not be brought onto the school premises or at school sponsored or school related events including athletic games. Weapons shall include, but not be limited to, hand guns, shot guns, rifles, knives, blackjacks, clubs, chemical sprays, explosives and ammunition. In this connection, student possession of a locker/desk is nonexclusive against the school and its officials; that is, reasonable searches of lockers/desks by school officials can be expected.

Principals shall comply with the Massachusetts Education Reform Act of 1993 Re: Chap. 71, Sec. 37H.

POSSESSION OF A WEAPON: Immediate removal from school, notification of police and the possibility of expulsion from school.

USE OF A WEAPON (Brandishing, Assault): Immediate removal from school, notification of police and the possibility of expulsion from school.

Principals shall notify parents, ensure due process and expedite action.

Principals shall ensure that violators of the policy are provided appropriate intervention and counseling. Parent participation in the intervention process shall be encouraged.

[BACK TO TOP](#)

PREGNANT STUDENTS

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician.

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

LEGAL REF.: M.G.L. 71:84

[BACK TO TOP](#)

INTERROGATIONS AND SEARCHES

The School Committee recognizes the right of students to be free from unreasonable searches and seizures. Nevertheless, it is the duty of the School Committee and school officials to maintain order and discipline in the schools, thereby ensuring a positive educational environment. The School Committee's duty and responsibility may require, therefore, inspections for prohibited and/or illegal substances or items. The following policies are intended to reconcile the difficulties which may arise between the schools and pupils in the mutual preservation of their rights and responsibilities.

Locker Searches

School officials may conduct searches of student's lockers/desks in furtherance of the objectives of this policy. It is recognized that the lockers/desks are the property of the Granby Public Schools and not that of the individual students. The lockers/desks are provided by the schools as a convenience to the students. Students have a temporary right to use and occupy their locker/desk to the exclusion of all other students but may not deny school officials access to the lockers/desks when officials have reasonable grounds to believe that prohibited and/or illegal substances or items are contained in a locker/desk.

Consistent with the Granby Public Schools' ownership of the lockers/desks, but recognizing the temporary interests of the students in name, it is expected that, under normal circumstances, a student will be notified prior to inspection of his or her locker/desk by school officials. Said notice need not be formal or written and may be given by school officials at any time prior to inspection.

In the event the school officials determine, in their discretion, that prior notice would defeat or hinder the fulfillment of their obligations, notice need not be provided prior to inspection. In that case, students will be notified of the inspection and the discovery of any prohibited and/or illegal substances or items within a reasonable period of time after completion of the inspection consistent with established disciplinary practice whether or not disciplinary measures are taken.

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

Interview and Searches by Police

The police may search students or their lockers/desks if they have a valid warrant to do so. If they have "probable cause" to believe that students are in possession of prohibited and/or illegal substances or items, police may request administrative (Superintendent or Principal) approval to conduct a search. School officials may request that the local or state police facilitate searches for prohibited and/or illegal substances or items.

When police are permitted to interview students in school, the students will be afforded the same rights they have outside of the school; parents must be notified if the student is a minor; students must be informed of their constitutional rights by the police; students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the frameworks of their

legal rights, students have the responsibility to cooperate with police. Prior to the interview, the student may be asked to sign a statement outlining these rights.

Removal of Students from School by the Police

An officer of the law may take a student from school only if the officer has ready for service a subpoena, a warrant of arrest, or an order for civil arrest. The Principal or his/her designee will be in attendance. The school Principal will notify the student's parent/guardian that the student is being removed from school.

Occasionally a Principal may find it necessary to call the police department for assistance in handling a student suspected of some serious offense committed at school.

[BACK TO TOP](#)

STUDENT ORGANIZATIONS

Student organizations in the Granby Public Schools shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the Granby Public Schools or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations – High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form. The Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the Superintendent or his/her designee for review.

LEGAL REF.: 603 CMR 26.06

[BACK TO TOP](#)

STUDENT FUNDRAISING ACTIVITIES

In general, the School Committee discourages fundraising in the community by students, parents/guardians, family and school staff for school activities. The School Committee prohibits partnerships with commercial enterprises that promote the enterprise in conjunction with school fundraising. Additionally, the School Committee limits fund-raising accordingly as outlined in Public Solicitation in the Schools, Policy KHA.

Following the guiding statements outlined in the Public Solicitation Policy, the Superintendent and principals may permit the following fund-raising activities related to the objectives of the schools:

Sale of tickets to scheduled athletic events and school dramatic and musical performances are permitted.

Sale of advertising space in school publications in accordance with the provisions of this policy and the Granby Public Schools Advertising in the Schools Policy are permitted.

Proposals to raise funds for charitable purposes or for benefit of the school or community provided such proposals have been individually approved by the Superintendent and the building principal. In these cases, fundraising proposals must be student rather than parent/guardian, family or staff driven.

Proposals to raise funds for benefit of the school, student body, (for example field trips, classroom/library materials) or school community driven by School groups provided they have been approved by the building principal.

Fundraising for field trips and school trips in accordance with the provisions of this policy and the Granby Public Schools Field Trip Policy.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

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

CROSS REF.: IJOA Field Trips
KHB Advertising in the Schools

[BACK TO TOP](#)

STUDENT ACTIVITY FUNDS

The Granby Public Schools will have three Student Activity Accounts. The Principal of the West Street School will have an account with a maximum balance not to exceed \$5,000 at any time. The East Meadow Principal will have an account with a balance not to exceed \$10,000 at any time. The Jr./Sr. High School Principal will have an account with a balance not to exceed \$20,000 at any time. All funds shall be used to pay expenses directly related to the benefit of children in each school.

All monies collected from fundraising activities shall be deposited with the Town Treasurer. Each school's Student Activity Account administrator shall make a request from the Town Treasurer for funds to replenish their respective account in \$5,000 increments.

An annual outside audit shall be performed on all accounts maintained by the school.

LEGAL REF.: M.G.L. CHAPT. 71, SEC. 47

CROSS REF.: KCDB

[BACK TO TOP](#)

REPLENISHMENT OF STUDENT ACTIVITY FUNDS

The School Committee accepts the following provisions of Chapter 66 of the Acts of 1996 which govern student activity accounts. In accordance with School Committee Policy on Student Activity Accounts, the following procedures will be followed:

The Treasurer will issue a check to each school which will be deposited by the Principal into each school's activity account by the Town. Each school will maintain these funds in a separate checking account specifically for this category. Any expenditures in excess of the maximum amounts noted above shall be processed through warrants. The checking accounts will never have more than the designated amounts.

The Granby Public Schools shall provide bonding for any Principal or co-signatory, in accordance with the Education Reform Act.

An annual outside audit will be performed on all accounts maintained by the schools.

At the end of each school year, a list of balances will be prepared by the principals and the balances will be submitted to the Business Manager no later than July 31st.

Revenue:

All revenues will be documented indicating the name of the account, source of revenue, signature of person submitting the receipts and amount of deposit on an approved form. In addition, detail should be shown on the receipt form such as number of items sold, type of receipt, etc., and backup documentation must be submitted. Deposits must be brought to the Town Treasurer by the Principal or authorized signatory by the next business day, unless the Town Treasurer deems otherwise. **These deposits will be credited to each school's Student Activity Agency Account.** No deposits will be made with the Student Activity checkbook, except through the warrant or reimbursement process.

Student Activity Checking Account:

On a periodic basis, the Principal will request an advance from the Town Treasurer, through the warrant system to replenish the checking account. To replenish the checking account, the Principal will submit a voucher through the warrant system of the Town. On the voucher the Principal will indicate the balance of the checking account at that time and the advance amount requested. These two amounts in total shall not exceed the amount designated to be in the account.

Under no circumstances shall deposits be made to the student activity checking account in the custody of the school Principal, except for the replenishment of the checking account from the Town.

The only activity that should take place in the checking account are for checks written, **exclusively for student activity purposes**, for expenses of the student activity fund after an approved voucher, as indicated below, is submitted to the Principal.

The checking account is to be reconciled on a monthly basis.

Large Expenditures:

At some time during the year, it may be required that the student activity fund will have to issue a check for a large amount, such as a prom payment, class banquet, magazine payment, etc. Because the checking account's minimum balance will not be sufficient enough to cover the check the Principal should submit these large bills through the warrant system. For this to occur, some planning on the part of the Principal will be required to submit the invoice through the Town warrant system.

Expenditures/Disbursements/Checks:

The student activity checking account is controlled and operated by the school Principal or his/her designee.

Expenditures will be charged to the proper student body organization. A voucher system should be used and all expenditures should be accompanied by an invoice. These are to be retained at the school level and be available for review. Each expenditure will be approved on a voucher signed by the student club/class president, treasurer or other student representative, the club or class advisor, and the Principal.

All expenditures/disbursements from student activity accounts shall be made by check.

No check shall be made payable to cash.

Checks will only be signed after they are completely prepared. The Principal or his/her designee shall have authority to sign all checks.

No checks shall be issued without bills or receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks. A record of all checks issued will be maintained.

All checks shall be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).

All student activity account purchases shall be made under the tax exempt number of the Town.

Interest:

Interest earned will be credited to the student activity account. Interest shall be accounted for in the general ledger of the student activity account.

Length of time that funds are to exist, the disposition of funds that are inactive, and graduating class accounts:

All class organizations will have five years from the date of their graduation to expend any remaining balance in their particular account. After that date, a class may withdraw their funds or opt to transfer such funds to a general student account.

Any account whose purpose has been satisfied, or deemed insufficient for its intended purpose, can be used for another purpose, upon approval of the School Committee. In addition, any account which has been inactive for five (5) years shall be closed out into the school's general student account. An attempt is to be made to reach officers of the group, who have authority to release the balance to the school. In the event that officers do not respond, or cannot be reached, the school may close the account, and add it to the school's general student account.

Audits:

Audits of all funds shall be conducted annually and the cost of such audit to be paid from the school department's operating budget.

General Utility/Student Account:

The general student account will act as a repository for those funds not assigned to any particular student body organization. The account will also act as a depository for graduated class accounts and clubs or organizations that cease to function, as outlined above.

Other receipts into the fund will be as indicated and approved by the School Committee.

The funds will be used at the discretion of the Principal for extraordinary expenses involving student activities and for the benefit of students of the school.

All expenditures charged to the general student account will be approved by the Principal.

[BACK TO TOP](#)

ATHLETIC POLICY

The School Committee will make every effort to promote an interscholastic athletic program that is educationally sound and that encourages a comprehensive program to meet the needs of as many of our students as possible.

The Committee is committed to ensuring the maximum participation of, and growth opportunities that, athletics offer to all students and believes that the three levels of teams – middle school, junior varsity and varsity – are designed to offer opportunity to the greatest number of students possible and to match the growth, skill and maturity of student athletes.

When a team exists at the middle school level 7th and 8th graders are expected to play at that level. The School Committee strongly believes that this is a good and appropriate entry into high school sports and matches the skill, maturity and endurance of most middle school athletes. However, there are conditions when it is necessary or appropriate to seventh grade students up to the junior varsity or eighth grade students to the varsity level.

In any of the situations listed below, coaches may not exclude or cut upper classmen first.

The conditions that coaches may consider moving middle school students to a higher level are:

1. When it is necessary to field a team
2. When it is necessary to even numbers between teams
3. When it is determined that bringing some middle school students up to a higher level provides more opportunity for other students to participate in the sport

Any middle school athlete that is being considered for the junior varsity or varsity level must be the most skilled in the position(s) needed, and demonstrate the emotional and physical maturity and endurance to play at an advanced level. A middle school athlete that shows “potential” but does not have the maturity, size or endurance to play at an advanced level should not be advanced.

Before any middle school student is considered for advancement, the coach must demonstrate to the satisfaction of the Athletic Director and the Principal that the move is necessary to maximize student participation at all levels. The coach and Athletic Director must further confer with the Guidance Counselor and Principal and athlete’s parents to ensure the student’s readiness to play at an advanced level.

On the rare occasion that middle school athletes are brought up to the junior varsity or varsity level, the procedure outline in JJI-R will be followed. In the event that any of the steps in the procedure are not followed, the student will be determined to be ineligible to move up and there is no appeal.

In the event that a team does not have a delineated middle school team, or delineated junior varsity and varsity teams, all members of the Jr./Sr. High School student body may participate.

[BACK TO TOP](#)

**PROCEDURE FOR EIGHTH GRADE STUDENTS
PARTICIPATING ON VARSITY TEAMS**

The following procedure will be followed regarding an eighth (8th) grade student participating on a varsity team.

Whenever there is a Middle School or Junior Varsity team in any sport, it is the exception rather than the rule for any eighth (8th) grade student to play at the Varsity level. Before any student-athlete does practice or participate in a game at an upper level, the following procedures will be followed.

1. The coaching staff, under the supervision of the head coach will have determined that the move is in the best interest of all concerned. Some considerations should be:
 - A. Will the student-athlete be able to handle the situations not only physically, but socially and emotionally as well? Request input from the Guidance Department.
 - B. Will the student-athlete be given adequate playing time? A move will not be permitted for the younger player to sit on the bench.
 - C. Will the move be in the best interests of both teams?
2. The coach requesting the move or the head coach must obtain the Athletic Director's and the Principal's approval in writing.
3. The Athletic Director will then discuss the situation with the student-athlete's parents/guardian and obtain in writing their permission to meet with the student-athlete.
4. The Athletic Director will then meet with the student-athlete.
5. Finally the MOVE-UP REQUEST FORM will be signed by the Athletic Director indicating all steps have been completed. No movement of players will occur before the completed MOVE-UP REQUEST FORM has been returned to the Principal with all signatures.

[BACK TO TOP](#)

**GRANBY JUNIOR SENIOR HIGH SCHOOL
ATHLETIC DEPARTMENT
EIGHTH GRADE MOVE-UP REQUEST**

Student-Athlete	Grade	Date	
Sport	Team Moving From	Team Moving To	
Coach Making Request		Date	
		Date	Approved Yes No
Signature Parent/Guardian			
Signature Athlete			
Athletic Director			
Signature Principal			

In order for this request to be honored, all signatures must be in accord. After these four steps have been followed in order, the Athletic Director will return the completed form in duplicate to the Principal.

[BACK TO TOP](#)

GRANBY JR.-SR. HIGH SCHOOL
ATHLETIC PERMISSION FORM
 Parental/Student Consent
 Release from Liability and Indemnity Agreement

I, the undersigned parent/guardian/legal representative of

_____ Student's Name (Please Print)

do hereby consent to his/her participation in the following voluntary athletic program in:

Middle School Junior Varsity and/or Varsity _____
 (check one) (Name of Sport)

and in consideration of his/her being permitted to so participate, I, on behalf of myself, my heirs, my agents, my representatives, and

on behalf of _____ Student's Name (Please Print)

do forever RELEASE, acquit, discharge, and covenant to hold harmless, The Town of Granby and its employees, servants and agents, as well as the Granby School Committee, its former and current members, and its employees, servants, and agents, from any and all actions, rights of action, causes of action, charges, and/or claims, in any way related to, arising from and/or growing out of, directly or indirectly, all known or unknown personal injuries or property damage or death, which I may now or hereafter have as the parent/guardian/legal representative of said minor, as well as any actions, right of actions, causes of action, charges, and/or claims which said minor has or hereafter may acquire, either before or after he/she reaches the age of majority, resulting from, relating to, or in any way connected to, his/her participation in this athletic program run by, sponsored by or related to the Town of Granby Public Schools.

In addition, I, as parent/guardian/legal representative of said minor, agree to indemnify the Town of Granby, and its employees, servants and agents, as well as the Granby School Committee, its former and current members, and its employees, servants and agents, in the event that any action, charge and/or claim, is brought against the foregoing, which is in any way related to, arising from and/or growing out of, directly or indirectly, my son/daughter/s participation in this athletic program run by, sponsored by or related to the Town of Granby Public Schools.

Signature of Parent

Date

Signature of Student

Date

[BACK TO TOP](#)

ATHLETIC AND CO-CURRICULAR ELIGIBILITY

ATTENDANCE ELIGIBILITY:

All participants must be in attendance on the school day of the activity or the day prior to an activity on a non-school day unless granted permission by the Principal or Athletic Director. "Attendance" means the student is present for at least 75% of the school day. If a student is present less than 75%, he/she will be ineligible for athletic competition, practice or co-curricular participation on that day. Co-curricular activities are those that happen in addition to the regular classroom including, but not limited to, field trips, clubs, athletic teams, school plays, dances, etc.

ACADEMIC ELIGIBILITY:

1. To be eligible all students must be taking the equivalent course load of a full-time student.
2. A student must obtain, during the last marking period preceding participation in a sport or activity, a passing grade (60 or above) for the term average and final average where applicable. This requirement applies to all subjects. Eligibility cannot be reinstated through remedial study outside of Granby Jr./Sr. High School. That is, individuals who are ineligible for fall participation as a result of failing grades received during the fourth marking period or the final grade of the preceding academic year, cannot become eligible until the posting of grades for marking period one. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued.

Academic Waiver:

In the event that a student does not meet the current academic requirements, they would be eligible to apply for a waiver.

Limitations:

- Students are eligible to receive a waiver once in their middle school years and once in their high school years.
- Students are limited to one athletic or one co-curricular waiver for academic reasons only.
- Sports' waivers would last for the current or following season.
- Co-curricular waivers would last for the following quarter.

If granted, students would be placed on academic probation.

- The guidance department will monitor academic probation utilizing weekly reports.
- Two consecutive unsatisfactory weekly reports, in any course, would nullify the waiver.

Waiver Committee:

- The waiver committee would include five members:
- The Principal
- The Athletic Director
- Two of the four teachers who had the student during the time in which the academic failure occurred; the teacher issuing the failing grade will be requested first, but have the right to decline. Two of the other three teachers must voluntarily agree to represent the teachers on the committee.

- One teacher (or more) from the staff at large, chosen by lottery from those who volunteer, in order to total five members.
- Decision of the committee would be determined by majority.

Those students who transfer into Granby Jr.-Sr. High School will be considered eligible for the first quarter in which they are enrolled in the Granby Public Schools. After completion of one full quarter, the academic requirements will take effect.

[BACK TO TOP](#)

CO-OPERATIVE ATHLETIC PROGRAMS

Whenever the Granby Public Schools' Athletic Department enters into a co-operative athletic program with another school district that requires the Granby Public Schools to pay a percentage of the program costs, the Granby Public Schools' Athletic Department will provide up to a maximum of the user fee per student toward the co-operative program. The remainder of the per student cost of the co-operative will be borne by the student as an enhanced user fee.

The amount provided by the Granby Public Schools Athletic Department will be reviewed annually and adjusted accordingly.

The exception to this policy is the existing co-operative Hockey Program. By prior agreement the Granby Public Schools' Athletic Department will pay an amount equal to the average cost per student spent on other sports up to a maximum of three hundred dollars (\$300).

[BACK TO TOP](#)

ATHLETIC HEAD INJURY/CONCUSSION POLICY

The Granby Public Schools recognize that head injuries and concussions are becoming more prominent among our students who participate in sports related and extra-curricular activities. Since these head injuries can be severe and even result in death if not properly managed, the Granby Public Schools has adopted the following policy to provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries. This policy is in compliance with MA 105 CMR 201.000.

Training Program

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

1. Coaches;
2. Certified athletic trainers;
3. Volunteers;
4. School physicians;
5. School nurses;
6. Athletic Directors;
7. Referees and umpires who are employees, contractors, or agents of a school;
8. Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer;
9. Parents of a student who participates in an extracurricular athletic activity; and
10. Students who participate in an extracurricular athletic activity.

The Athletic Director will be responsible for the implementation of these policies and procedures for the athletic department. The school nurse leader will be responsible for the tracking of the school nurses in regards to the annual on line trainings.

All parents/guardians and students are responsible for completion of the medical history form that includes any history of concussion. No student athlete will be allowed to participate in athletic activities until all forms, including sports physical examinations, are signed and submitted to the athletic director or school nurse.

Procedures will be developed to comply with the requirements of the law and regulations to include but not be limited to the following:

1. Inclusion of the head injury policy into the student handbook.
2. Seasonal review of all sports physicals and medical history which includes head injury history that are submitted by the parent/guardian.
3. Obtaining and reviewing Report of Head Injuries (during sports season) Forms.
4. System for reporting head injuries.
5. Identifying head injury, removing from participation, parent notification of suspected head injury, and making a medical referral.
6. Returning to play after a diagnosed head injury/concussion.
7. Returning to academics after a head injury/concussion.

8. Education of prevention techniques of sport related head injuries for coaches and volunteers.
9. Ramifications of failure to comply with the Granby Schools Head Injury Policy.
10. Record maintenance and reporting to Department of Elementary and Secondary Education upon request.

[BACK TO TOP](#)

ATHLETIC HEAD INJURY/CONCUSSION PROCEDURES

Participation Requirements for Students and Parents

A. Education and Training

1. Each year at the required pre-season meeting for every season, a school shall provide current Department-approved materials to all students who plan to participate in extra-curricular athletic activities and their parents in advance of the student's participation. Such materials shall be posted on the district's website and shall at minimum include a summary of the Department's rules relative to safety including but not limited to recognition of symptoms of head injury, the biology and short-term and long-term consequences of a concussion, second impact syndrome and rules for return to play after a head injury or concussion.
2. The student and parent shall submit to the Athletic Director as a per-requisite to participation in extracurricular athletic activities either a) a certification of completion for any Department approved on-line course or b) a signed acknowledgment as to their receipt of Department approved written material required by 105 CMR 201.009 (A) (1).
3. The training and education required by 105 CMR 201.009 (A) (2) applies to one school year and must be repeated for every subsequent year.

B. Documentation of Head Injury and Concussion History

1. At or before the start of each sport, band, or club season, all students who plan to participate in extracurricular athletic activities shall complete and submit to the Athletic Director a current Department Pre-Participation Form, signed by both the student and the parent, that provides comprehensive history with up to date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.
2. The Athletic Director shall ensure that all forms that are required by 105 CMR 201.009 (B) (1) are completed and reviewed, and shall:
 - i. Provide each coach, advisor, or band director with copies of forms from all students participating on that coach's team or band director's band;
 - ii. Distribute copies of forms which indicate a history of head injury to the school nurse.
3. If a student sustains a head injury or concussion during the season, the Department Report of Head Injury During Sports Season Form (hereinafter "Department Report of Head Injury Form") or comparable form must be completed (a) by the coach, club advisor or band director, if the injury or suspected concussion occurs during a game or practice, or (b) by a parent if the injury occurs outside of those settings, and forwarded to the coach or band director. The Athletic Director shall ensure that these forms are reviewed and provided to the persons specified in 105 CMR 201.009.

Suspected Concussion Exclusion from Play

1. Any student, who during a practice or competition, sustains a head injury of suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
2. The student shall not return to play unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
3. The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the game or practice in which a student has been removed from play for a head injury or suspected concussion. The coach also must provide this information to the parent in writing by the end of the next business day.
4. The coach or his/her designee shall communicate, by the end of the next business day, with the Athletic Director that the student has been removed from play for a head injury or suspected concussion.
5. Each student who is removed from play and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular activities.
 - a. The plan shall be developed by the student's teachers, school nurse, parent, guidance counselor or individualized education program team as appropriate and in consultation with the student's physician.
 - b. The written plan shall include but not be limited to physical and cognitive rest that includes six steps. The student must be completely symptom free and medically cleared in order to begin graduated reentry to extracurricular athletic activities.
 - c. The guidance counselor in collaboration with the school nurse is responsible for communicating the graduated reentry to full academics among the students' teachers.

Medical Clearance and Authorization to Return to Play

Each student who is removed from play for a head injury or suspected concussion shall obtain and present to the Athletic Director a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (herein after "Department Medical Clearance and Authorization Form") or comparable form prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals authorized by 105 CMR 201.011 (A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

Only the following individuals may authorize a student to return to play:

- A duly licensed physician
- A certified athletic trainer in consultation with a licensed physician
- A duly licensed nurse practitioner in consultation with a licensed physician; or
- A neuropsychologist after the student has been examined and cleared by a licensed physician

By September 2013, physicians, nurse practitioners and certified athletic trainers providing medical clearance return for return to play shall verify that they have received Department-approved training in post-traumatic head injury assessment or, in the case of certified athletic trainers, have received equivalent training as part of their licensure.

Record Maintenance

The athletic director, consistent with any applicable state and federal law, shall maintain the following records for 3 years:

- Verifications of completion of annual training and receipt of materials;
- Department Pre-participation Forms;
- School Report of Head Injury Forms;
- School Medical Clearance and Authorization Forms; and
- Graduated re-entry plans for return to full academic and extracurricular activities.

The school nurse will enter physical exam dates and concussion dates into the student information system for the nurses.

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

Reporting

Starting school year 2011-12, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at minimum report:

- The total number of School Report of Head Injury Forms received by the school will be reported through the Essential School Health Services monthly report that is completed by the nurse leader.

[BACK TO TOP](#)

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Granby Public Schools. 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 as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring him/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 603 CMR 46.02.

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

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

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations 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.

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

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

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

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

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

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

SOURCE: MASC

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

[BACK TO TOP](#)

ATHLETIC INSURANCE

No student will be permitted to participate in a contest or a practice session until he/she is properly insured and has submitted proof of a physical exam to the Athletic Director.

Students participating in all sports shall have a student insurance policy in force at the time or have a parent or guardian submit a letter to the Athletic Director requesting a waiver from this requirement and give evidence of having personal insurance to cover accident or injury to the student.

[BACK TO TOP](#)

STUDENT HEALTH SERVICES

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

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

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

Procedures for Emergency at School

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

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

The Granby Public Schools shall maintain an Emergency Procedures Handbook which shall be utilized by school personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic of the Fire Department. In instances when the Paramedic is required, every effort shall be made to provide him/her with the student's Emergency Card which lists any allergies.

All student accident/incident reports will be completed and kept on file in the school nurse's office.

All employee accident/incident reports will be completed and kept on file in the school nurse's office and the Superintendent's Office.

Student Illness or Injury:

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

Transportation of an ill or injured student is not normally to be provided by the school.

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

LEGAL REF.: M.G.L. 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57

CROSS REF.: EBB, First Aid

[BACK TO TOP](#)

PHYSICAL EXAMINATIONS OF STUDENTS

Once each school year, students will be required to participate in a vision and hearing screening and screening for other physical problems as provided for by M.G.L. A record of the results will be kept by the school nurse.

Every student will be required to complete a general physical examination by their primary care physician at the prescribed intervals; upon entering the Granby Public Schools in Preschool/or Kindergarten and subsequently during the fourth, seventh, and tenth grades and must provide written documentation of this physical examination. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept by the school nurse.

Every candidate for a school athletic team will present signed consent of the parent or guardian in order to participate on an athletic team and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. A written report of this physical examination on the approved medical examination form provided by MIAA will be kept by the school nurse.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child to be suffering from any disease or medical problem, the situation will be reported to the parent or guardian.

The school nurse will make monthly reports to the Department of Public Health of the number of students examined, dismissed, or referred to the student's primary care physician.

LEGAL REF.: M.G.L. 71:53, 71:54, 71:56, 71:57

CROSS REF.: JF, School Admissions

[BACK TO TOP](#)

HEAD LICE POLICY

Granby Public Schools recognize that head lice are not a health hazard or a sign of poor hygiene, and this policy shall not constitute a strict “no-nit” policy. This policy is in place to provide guidance on the process which will be followed in order to manage the potential spread of head lice.

Students suspected of having head lice shall be sent to the Nurse for a head lice examination. If the student is deemed to have head lice, the Nurse will determine if the student is to be sent home. In all cases of suspected head lice, the Nurse shall notify the student’s parent(s)/guardian(s) that the student has head lice. The nurse will also instruct the parent(s)/guardian(s) as to the proper procedures for treating head lice.

The Nurse shall re-examine the student for head lice upon returning to school. The Nurse has discretion to send the student home based upon the re-examination. If a student has repeated episodes with head lice, the school nurse will attempt to work with the family and/or pediatrician to ensure the student does not have too many absences related to head lice.

[BACK TO TOP](#)

INOCULATIONS OF STUDENTS

Students entering the Granby Public Schools for the first time, whether at preschool/kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to successful immunization against diphtheria, pertussis, poliomyelitis, tetanus, measles, hepatitis B, and such other communicable diseases as may be specified from time to time by the Department of Public Health. A child shall be admitted to school upon certification by a physician that he/she has personally examined such child and that in his/her opinion the physical condition of the child is such that his/her health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the department of public health, whose decision will be final.

In the absence of an emergency or epidemic of disease declared by the department of public health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his/her sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

[BACK TO TOP](#)

COMMUNICABLE DISEASES

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

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

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

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

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

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

In all proceedings related to this policy, the Granby Public Schools shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent or his/her designee and documented in the Individual Health Plan.

Adopted January 10, 2005

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

Granby Public Schools – 2004

[BACK TO TOP](#)

ADMINISTRATING MEDICINES TO STUDENTS

The Granby Public Schools has incorporated the administration of medication as one of its health services. The school nurse shall be the supervisor of the medication administration program in school, having the responsibility for the development and management of the medication program. The school nurse in each school will administer the prescribed or over-the-counter medications to students. The only exceptions are (1) students with asthma or life-threatening allergies who self-administer their medication, and (2) unlicensed personnel delegated by the school nurse who have been specifically trained to administer prescription medication.

The School Committee has adopted the following policies and procedures governing the administration of prescription and non-prescription medication, including self-administration of prescription drugs. Review and revision of these policies should occur at least every two years. The medication policy includes the following procedures and responsibilities:

- Responsibilities of the school nurse regarding prescription medication administration
- Self-administration of prescription medications
- Documentation of the administration of medications
- Handling, storage and disposal of medications
- Reporting and documentation of medication errors
- Administration of epinephrine
- Response to medication emergencies
- Dissemination of information to parents/guardians regarding the medication policies and procedures

Policy Regarding Delegation of Prescription Medication Administration

The School Committee authorizes that the administration of prescription medication can be delegated by the school nurse to unlicensed school personnel. Such delegation may occur only if the school system registers with the Department of Public Health and complies with the requirements of 105 CMR 210.000. Those personnel may include administrative staff, teachers and licensed health personnel.

- For the purpose of administering emergency prescription medication to an individual child, including parental administration of medication pursuant to 103 CMR 210.004 (B) (4), the school nurse may identify individual school personnel. These personnel will receive training in the administration of emergency medication to a specific child and be listed on the medication administration plan.
- A school nurse will be on duty in the school system while prescription medications are being administered by designated unlicensed school personnel, and/or available by telephone should consultation be required.
- The administration of parental medications may not be delegated with the exception of epinephrine or other medication to be administered in a life-threatening situation where the child has a known allergy or pre-existing condition. There needs to be an

order for administration of the medication from a licensed prescriber and written consent of the parent/guardian.

- For each school, an updated list of unlicensed school personnel who have been trained in the administration of prescription medications shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer medications.

[BACK TO TOP](#)

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) POLICY

Scope:

The Granby Public Schools Defibrillator Program has been prepared in accordance with requirements of Massachusetts Department of Public Health (MDPH) (Title XVI Chapter 112, Section 12V, 12V½), Cooley Dickinson Hospital, and the Granby Fire Department. This policy and applicable standard operating guidelines and appendixes shall conform to those rules and regulations utilized by the agencies referenced above.

Purpose:

The purpose of this policy is to establish and formalize the standard operating guidelines that are required by the MDPH in order for the Granby Public Schools to have, maintain and utilize an Automatic External Defibrillator (AED). The policy includes a memorandum of understanding with the AED Medical Director and the Emergency Department at Cooley Dickinson as well as letters of notification to the Granby Fire Dept. and Granby Police Departments. The policy must identify the area Medical Director, the Fire Department Liaison, the Granby Public School Nurse Leader, all regulatory and paperwork requirements, appropriate maintenance, storage and use and training, periodically.

Applicability:

The Defibrillator Policy and applicable Standard Operating Guidelines shall be developed, implemented, and maintained by the Granby School Health Services Department and the Granby School Committee. The AED will be available to the faculty, staff, and students during teacher contracted work hours in each school building in case of cardiac arrest. It is the Granby Public Schools AED program's intention to provide the best resources available to assist an individual in cardiac arrest providing that there is the necessary equipment and properly trained AED providers available at the time of the cardiac arrest. Additionally, the Defibrillator Policy will include the roles and responsibilities of those predetermined AED providers who are Cardiopulmonary Resuscitator (CPR) and Automatic External Defibrillator (AED) Certified, the Granby Fire Department, the Emergency Department and Medical Director at Cooley Dickinson Hospital.

[BACK TO TOP](#)

GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths, and limitations. This process should assist students in the development of their potential, their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The Granby Public School's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires, and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. No materials or tests shall be employed for guidance purposes that limit career determinations on the basis of race, color, gender, sexual orientation, religion, disability, homelessness, or limited English proficiency.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A, 38C, 38D, 38F
603 CMR 26.04

[BACK TO TOP](#)

STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

SOURCE: MASC

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations

[JJE](#), Student Fund-Raising Activities

[KHA](#), Public Solicitations in the Schools

[KHB](#), Advertising in the Schools

[BACK TO TOP](#)

STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for lost and damaged books, materials, supplies, and equipment

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC

[BACK TO TOP](#)

STUDENT RECORDS

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

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The Temporary Record of each student enrolled on or after June 2002 will be destroyed no later than seven (7) years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school system.

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

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974
P.L. 93-380, Amended
P.L. 103-382,1994
M.G.L. 66:10 71:34 A, B, D, E, F, H
Board of Education Student Record Regulations adopted 2/10/77,
June 1995 as amended June 2002
603 CMR: Dept. of Education 23:00 through 23:12
Mass. DESE publication Student Records: Questions Answers and Guidelines,
Sept. 1995

CROSS REF.: KDB, Public Right to Know

[BACK TO TOP](#)

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

SOURCE: MASC

[BACK TO TOP](#)