

Berkley Public Schools

BASIS FOR NON-INSTRUCTIONAL POLICY RELATED TO STUDENTS

Policy #6000

- 6000.1 Policies related directly to instruction are included in the 5000 series (INSTRUCTION). Sections in that series deal with topic areas such as philosophy and purposes of instruction, organization for instruction, programs of study, supporting resources, guidance program and services, assessment of student progress, and student activity programs.
- 6000.2 The 6000 series is set up to include those policies related to students which do not bear indirectly on the classroom instructional setting.
- 6000.3 Sectional topics of this series are: attendance (6100), emergency drills and situations (6200), health and safety (6300), rights and protection (6400), special problem areas (6700), services to students (6800), and relationship of school to other child and youth serving agencies (6900).

Adopted - May 8, 1973
Amended - Jan. 12, 2004
Reviewed - Nov. 1, 2007

Berkley Public Schools

STUDENT RECORDS POLICY

Policy #6001

In order to provide students with appropriate instruction and educational services, it is necessary for the 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, and 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 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 60 years following his/her graduation, transfer, or withdrawal from the school system.

The 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.

Approved - Dec. 9, 2002

Reviewed - Nov. 1, 2007

Berkley Public Schools

ACCEPTABLE INTERNET USE

Policy #6005

OVERVIEW

The Internet is an electronic communications network that provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the Berkley Public Schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school aged children. The Berkley Public Schools views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the school supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

Berkley Public Schools teacher, staff and student access to, and use of, the Internet will be available through a school account. Teachers and staff may use the school's account for e-mail or they may purchase an e-mail provider of their choice such as massed.net. Students should be under teacher direction and monitored as any other classroom activity. In compliance with Children's Internet Protection Act (CIPA) July 2001, monitoring of minors use of online activities will be strictly enforced.

The school district however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school and district, since Internet access may be obtained outside of the school setting.

GUIDELINES

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. The district will provide each user with copies of the Acceptable Use Policy and Procedures. The district will provide training to users in the proper use of the system/network. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District Disciplinary options. In addition, e-mail accounts by other providers will be included in the acceptable use provisions outlined in this document. Accounts will be terminated and future access may be denied if the district user violates any of the acceptable use provisions outlined in this document.

ACCEPTABLE USE FOR STUDENTS AND STAFF:

Access to the Internet will be granted to students upon a signed access agreement/permission form.

- Access will be granted to staff with a signed access agreement and permission of the building administrator or designee(s).
- Use of the Internet must be in support of education and research consistent with district policy.
- It must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited.
- Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and system administrator.
- Account names will be recorded on access agreements and kept on file at the building level.
- Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
- Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
- Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network. All such agreements are to be maintained at the building level.
- Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
- Principals or their designee shall be responsible for establishing appropriate retention and backup schedules.
- Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
- System electronic information can be purged according to district retention guidelines.
- Distribution of material protected by trade secret or copyright is prohibited. System users may redistribute copyrighted material ONLY with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures.
- Use of inappropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

SAFETY POLICY

Berkley School District utilizes a filtering device to promote safe internet access to materials in compliance with CIPA, July 2001. Berkley School District prohibits access, transmitting, viewing and use of:

- obscene materials as defined by the Berkley School District,
- child pornography,
- materials/subjects harmful to minors,
- materials that are locally deemed inappropriate for minors as defined by the Berkley School District,
- names, addresses, personal information about self, students or staff ,
- pictures, names etc for class projects without proper written approval,
- threatening materials,
- commercial activities,
- product advertisement or political lobbying,
- the account of another user.

Administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

PRIVILEGES

Access to the Internet is not a right, but a privilege.

Unacceptable usage will result in cancellation of account and/or use.

Training will be provided.

NETIQUETTE

Be polite.

Do not use vulgar or obscene language.

Electronic mail is not guaranteed to be private.

Do not intentionally disrupt the network or other users.

Abide by generally accepted rules of network etiquette.

SECURITY

If you identify a security problem, notify a system administrator immediately.

Do not show or identify a security problem to others.

Do not reveal your account password or allow another person to use your account.

Do not use another individual's account.

Attempts to log on as another user will result in cancellation of privileges.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

User must notify the district system administrator of any outside e-mail account information.

User may be occasionally required to update registration, password and account information in order to continue Internet access.

VANDALISM/HARASSMENT/FRAUD

Vandalism, harassment and/or fraud will result in the cancellation of the offending user's privileges and/or account. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail. Fraud is defined as deceit used to gain unfair or dishonest advantage. This includes, but is not limited to forgery or pretending to be someone else.

- Pretending to be someone else when sending/receiving message is prohibited.
- Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
- Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
- Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration.
- Forgery or attempted forgery is prohibited.
- Attempts to read, delete, copy or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.

CYBER BULLYING

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings. See M.G.L.c.71, §37O for the legal definition of cyber bullying.

Bullying (including cyber bullying) in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees.

Refer to District Anti-Bullying Policy #6650.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.

The Berkley Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Berkley Public Schools will not be responsible for any damages a user may suffer, including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this Internet connection.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Massachusetts and the United States of America.

Revised: July, 1999

Revised October, 1999

Approved: November 15, 1999

Approved: November 19, 2001

Reviewed: November 1, 2007

Amended: January 9, 2012

Computer User Agreement

I understand and will abide by the Berkley School District Acceptable Use Policy. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, district disciplinary action and or appropriate legal action may be taken.

Computer User signature _____

MAC/PC Workstation/Room assignment # _____ Date: _____

Witness: _____ Date: _____



DISTRICT COPY

Computer User Agreement *(to be detached and kept on file within the district)*

I understand and will abide by the Berkley School District Acceptable Use Policy. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, district disciplinary action and or appropriate legal action may be taken.

Computer User signature _____

MAC/PC Workstation/Room assignment # _____ Date: _____

Witness: _____ Date: _____

SOCIAL NETWORKING POLICY

Policy #6010

1. Internet Acceptable Use Policy (AUP) still in force

This policy is adopted in addition to, and not as a substitute for, the School District's Internet Acceptable Use Policy #6005, which governs use of the school district's technological resources.

2. General Concerns

Berkley Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between teachers and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the school district is concerned, and the educator should be concerned, that such activities may undermine the educator's authority to maintain discipline, encourage inappropriate behaviors and compromise the educator's ability to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the teacher's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

3. Expectations of Staff

With these concerns in mind, the Berkley Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks such as Facebook, Linked-in, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

- a. Before endeavoring to establish any social networking account, teachers should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to “privatize” the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be “private” becomes “public” due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.
- b. You must also know that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly “private.”
- c. The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her “personal” Facebook identity or personal email account. He/she should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The “friends” associated with such educational Facebook account should only be members of the educational community, such as administrators, teachers, students, and parents of such students. It is strongly recommended that teachers will reject friend requests from individuals who do not fit into any of these categories.
- d. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the “wall”, the “information” section, or through any part of that Facebook account that would be accessible to other of the Teacher’s Facebook “friends” associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed

only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

- e. Teachers are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account or social networking account to discuss school business with students and parents is discouraged. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic email archiving system. We again remind teachers that information sent or received by them, even through personal email or social network accounts, that are related to their capacity as a school employee, are still subject to public records retention, exemption and disclosure requirements."
- f. If a teacher conveys school related messages to students and parents on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and regard its privacy, as he/she would any other document concerning that student. The teacher should forward copies of any such emails or online communications to his or her school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.
- g. No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend, you are his/her teacher, and you should always conduct yourself in accordance with this understanding.
- h. This policy is not intended to infringe upon a teacher's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen, restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

- i. Teachers are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which teachers serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school based email accounts, school provided telephones or school based web pages. In such limited circumstances, the district anticipates that teachers will make reasonable use of their cell phones or smart phones to convey time sensitive information on scheduling issues and the like.

- j. If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you "speak for the school district." Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.
- k. In the use of your Facebook account or other social networking site, you may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.
- l. References to "Facebook" are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

Adopted: January 9, 2012

Berkley Public Schools

REGULATION OF SCHOOL ATTENDANCE

Policy #6100

- 6100.1 Regular and punctual school attendance is essential for success in school. The 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.
- 6100.2 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.
- 6100.3 A child may also be excused for other exceptional reasons with approval of the school administrator.
- 6100.4 A student's understanding of the importance of day to day school work is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.
- 6100.5 Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.
- 6100.6 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.
- 6100.7 The superintendent and principals will develop procedures and regulations for controlling absences, tardiness, and dismissals for the schools of the system.

Adopted - May 8, 1973
Amended - May 15, 2000
Reviewed - Nov. 1, 2007

LEGAL REF: M.G.L. 76:1; 76:16; 76:20

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In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the teacher's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

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- n. You must also know that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly “private.”
- o. The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her “personal” Facebook identity or personal email account. He/she should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The “friends” associated with such educational Facebook account should only be members of the educational community, such as administrators, teachers, students, and parents of such students. It is strongly recommended that teachers will reject friend requests from individuals who do not fit into any of these categories.
- p. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the “wall”, the “information” section, or through any part of that Facebook account that would be accessible to other of the Teacher’s Facebook “friends” associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed

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- s. No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend, you are his/her teacher, and you should always conduct yourself in accordance with this understanding.
- t. This policy is not intended to infringe upon a teacher's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen, restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

- u. Teachers are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which teachers serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school based email accounts, school provided telephones or school based web pages. In such limited circumstances, the district anticipates that teachers will make reasonable use of their cell phones or smart phones to convey time sensitive information on scheduling issues and the like.

- v. If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you "speak for the school district." Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.
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Adopted: January 9, 2012

Berkley Public Schools

CRITERIA FOR ESTABLISHING AGE OF STUDENTS

Policy #6110

6110.1 Evidence of age for establishing either eligibility for entrance, requirement for compulsory attendance, eligibility for work experience, eligibility for withdrawing from school, or eligibility for adult and evening education programs shall be documented by one of the following:

6110.11 An officially “sealed” birth certificate or other legal document.

6110.12 If none of the above are available, an affidavit of age sworn by the parent or guardian and accompanied by a certificate of age from a public health officer or the school physician.

Adopted: May 8, 1973

Amended: Jan. 12, 2004

Amended - Dec. 17, 2007

Berkley Public Schools

SCHOOL ENTRY AGE

Policy #6111

Effective September 1983, the Kindergarten entrance age is five (5) years of age on or before August 31. The Grade One entrance age is six (6) years on or before August 31.

Adopted - June 1, 1982

Amended - Union #37 - June 16, 1983

Reviewed - Dec. 6, 2007

Berkley Public Schools

EARLY KINDERGARTEN ENTRY

Policy #6112

Parents who believe their child should be considered for early entrance to kindergarten should advise their School Principal of their request in writing no later than April 15th. The following procedure will be used to determine the child's readiness and eligibility for early kindergarten entrance.

SCREENING

All children seeking early entry to kindergarten must participate in a developmental screening of their skills. Screening for early entry to kindergarten will be held after the regularly scheduled kindergarten registration in the spring. For those children who recently moved to the community, screening for early entry will be scheduled upon receipt of the written request. Appointments for such screening should be made through the Assistant Principal in charge of Early Childhood programs.

At the screening, parents should provide some evidence or illustrations of their child's achievement and appropriateness for early entry to support their request. Such evidence may include preschool reports, teacher letters, and work samples. Screening will also involve collecting relevant information about the child from a standard screening test, the observations of the Screening Team, and other sources. A child must demonstrate above average abilities and readiness to be considered for early entry into kindergarten. Additionally, the child should demonstrate a high degree of social/emotional maturity.

Based on the screening results and other information gathered, the Screening Team will decide:

1. to **not** grant early entry to Kindergarten,
2. that a referral should be made to the Evaluation Team for further assessments of the child's social, emotional, and academic readiness for Kindergarten,
3. that a recommendation should be made to the Superintendent of Schools to consider early entry approval.

The School Principal or Assistant Principal in charge of Early Childhood programs will advise parents of the Team's decision and the reasons for it.

REFERRAL AND EVALUATION

If a referral is made, the Evaluation Team will conduct additional psycho-educational assessments to determine whether a recommendation to the School Committee for early kindergarten entrance is in the best interest of the child. The Evaluation Team, School Principal or Assistant Principal will advise the parents of the Team's decision and explain the reasons for it.

SCHOOL COMMITTEE DECISION

Upon recommendation of the Superintendent of Schools, the School Committee will decide if a child may enter kindergarten early after fully considering the recommendation of the Screening Team and/or Evaluation Team.

Adopted - May 5, 1992

Amended - Jan. 14, 2008

Berkley Public Schools

FIRST GRADE EARLY ENTRY

Policy #6113

In general students are best served by attending school with their age-group peers. Parents who believe that their child should be considered for early entrance to the first grade should advise their school principal of their request in writing, no later than April 15th. The following procedure will be used to determine the child's readiness and eligibility for early entry into first grade.

SCREENING

Screening for early entry into first grade will occur after a written request has been received. Appointments for the screening should be made through the Assistant Principal in charge of Early Childhood programs.

At the screening parents should provide evidence of their child's achievement and appropriateness for early entry to support their request (kindergarten report card/progress reports). Screening will also involve collecting relevant information about the child from a standard screening test, observation, and other sources.

Based on the screening results and other information gathered, the Screening Team will decide upon one of the following:

- No early entry to first grade.
- A referral should be made to the Evaluation Team for further assessments of the child's social, emotional, and academic readiness for first grade.
- A recommendation to the Superintendent of Schools to consider early entry.

The Principal or Assistant Principal will advise parents of the decision and the reasons for it. If the parent is not satisfied with the decision, he or she may appeal to the Superintendent.

REFERRAL AND EVALUATION

If a referral is made, the Evaluation Team will conduct additional psycho-educational assessments to determine whether or not a recommendation to the Superintendent for early entry into first grade is in the best interest of the child. The Evaluation Team, Assistant Principal or the School Principal will advise the parents of the team's decision and explain the reasons for it.

SCHOOL COMMITTEE DECISION

Upon recommendation of the Superintendent of Schools, the School Committee will decide if a child may enter first grade early after fully considering the recommendation of the Screening Team and/or Evaluation Team.

Berkley Public Schools

PRESCHOOL ENROLLMENT GUIDELINES

Policy #6120

1. The Berkley Community School Preschool Program provides learning opportunities for children ages 3 through 4 who have been identified with special needs. The remaining slots in the Preschool Program are filled with students selected at large by lottery.
2. A preschool informational meeting is held for parents in the spring preceding the next school year. Parents may make appointments for early childhood screening and complete lottery registration forms at the meeting. Parents unable to attend this meeting must come to the school to complete lottery registration forms and make appointments for screening.
3. Children who are age 3 on or before August 31 may be registered for the lottery for three-year-old children; and children who are four years old on or before August 31 may be registered for the lottery for four-year-old children.
4. Children registered for the preschool lottery must participate in an early childhood screening before the lottery drawing takes place. Screening results allow the Early Childhood Team to identify children at risk or in need of further evaluation(s) to determine specific learning needs. Children who are identified through the early childhood screening process with special needs will be enrolled in the preschool program without having to go through the lottery.
5. The lottery is held after screenings are completed and children “at risk” or in need of special education services are identified. Following Chapter 188 Department of Education and Chapter 766-502.8b guidelines, preschool classrooms can service no more than fifty-percent children with special needs, and enrollment shall not exceed 15 children with a teacher and an aide. A number of preschool slots also need to be reserved for children who may be identified to be in need of special services later in the school year (i.e. children referred through Early Intervention or physicians).
6. Two separate lottery drawings are held—one for three-year-old children and one for four-year-old children. Children selected in the lottery who are age 3 can attend the program for two years. Four-year-old children selected in the lottery that do not turn age 5 by August 31 may also participate for two years. The remaining slots not filled by children returning and not being held for children needing special services will be given to children selected in the lottery.
7. Parents must re-register their child for the second year by April 15 accompanied by a deposit.

8. Children selected through the lottery are required to pay a program fee for the preschool program. Preschool tuition will be paid according to the procedures outlined in the preschool registration materials.

Adopted: May 18, 1998

Amended: Dec. 10, 2008

Amended: April 12, 2010

Berkley Public Schools

FULL DAY KINDERGARTEN TUITION

POLICY #6125

The Berkley Public Schools recognizes the value of full day kindergarten. Effective September 2011, Berkley does not charge tuition for full day kindergarten. However, in the event that the budget requires that tuition be reinstated, this will serve as the full day kindergarten tuition policy to ensure equity for families with financial need. This policy is in compliance with the requirements of the Department of Elementary and Secondary Education.

Tuition for full day kindergarten will be allocated to a revolving account so that funds may be designated for kindergarten program costs.

Kindergarten tuition will be paid according to the procedures outlined in the Kindergarten Registration Materials. Those materials will also indicate that tuition reduction including the deposit for full day kindergarten is available for families who qualify. A sliding fee scale, developed by the Department of Education will be utilized to determine the rate paid by families with limited income. Additionally, eligibility for discounted or waived tuition for families who may be unable to pay the whole tuition due to unpredicted adverse circumstances (e.g. serious illness of a parent, homelessness, K retention, residence burned down, loss of family business, etc.) will be considered. Families who wish to apply for tuition reduction will contact the Early Childhood Coordinator.

Parents paying tuition for full day kindergarten who receive tuition reduction determined by the sliding fee scale, will receive the same percentage reduction for any field trip charges.

Students may be moved to half day kindergarten program for non-payment of tuition.

Adopted: April 9, 2007

Reviewed: December 6, 2007

Amended: January 9, 2012

Berkley Public Schools

STUDENT RESIDENCY REQUIREMENTS

POLICY #6131

6131.1 Students who attend the Berkley Public Schools must be residents of Berkley, unless enrolled under school committee policy #6132 Special Education Programs with Low Enrollment or #6133 School Choice. Three (3) documents to prove residency are required.

6131.2 In order to register a child for school, all applicants must submit at least one document from each of the columns below (document must be current within 60 days). The documents must be pre-printed with the name and address of the student's parent or guardian. These documents also are required for any change of address.

COLUMN A	COLUMN B	COLUMN C
<input type="checkbox"/> Copy of Deed & record of most recent mortgage payment	A utility bill or work order dated within 30 days from one of the following:	<input type="checkbox"/> Valid MA driver's license
<input type="checkbox"/> Copy of lease agreement & most recent rent payment	<input type="checkbox"/> Gas Company	<input type="checkbox"/> Current vehicle registration
<input type="checkbox"/> Legal affidavit from landlord affirming tenancy & record of most recent rent payment	<input type="checkbox"/> Oil Company <input type="checkbox"/> Electric Company <input type="checkbox"/> Tel. Company <input type="checkbox"/> Cable bill <input type="checkbox"/> Water bill	<input type="checkbox"/> Valid MA photo ID
<input type="checkbox"/> Section 8 Agreement		<input type="checkbox"/> W-2 form
		<input type="checkbox"/> Excise tax bill
		<input type="checkbox"/> Property bill <input type="checkbox"/> Payroll stub <input type="checkbox"/> Bank/credit card

6131.3 Students coming into the Berkley system and requesting to begin in the school system before they actually reside in Berkley should be allowed to attend tuition free until the last day of the first quarter, providing they have a signed purchase/sales agreement. Follow up with the required documentation listed above within 60 days of the start of school is required to ensure the closing on the home took place. A determination that a student is ineligible to attend Berkley Public Schools due to a failure to reside in the town of Berkley will result in dismissal from BPS. Students wishing to stay in the Berkley Schools through the end of the school year after moving out of Berkley will be allowed to attend tuition free from the first day of the fourth quarter through the last day of that school year. Students who attend for

more than one quarter under these exceptions shall be required to pay tuition. The School Committee shall establish tuition rates based on the cost. In cases of demonstrated financial hardship, the Superintendent is authorized to consider the circumstances and make adjustments to the rate charged.

- 6131.4 Requests for the above exceptions should be submitted in writing to the Superintendent, and additional documentation of residency may be required.
- 6131.5 The Superintendent or designee may require completion of a Certificate of Residency (attached).
- 6131.6 NOTE: Requests from parents of eighth-grade or twelfth-grade students for situations other than listed above will be decided individually by the School Committee with a recommendation by the Superintendent.

Adopted: June 17, 1991
Revised: Feb. 9, 1998
Amended: Jan. 12, 2004
Amended: Oct. 17, 2005
Reviewed: Dec. 6, 2007
Amended: May 18, 2009
Amended: March 14, 2011

(BPS letterhead) CERTIFICATE OF RESIDENCY

It shall be the procedure (policy) of the Berkley School Committee that: "students who attend the Berkley Public Schools must be residents of Berkley..."

1. I understand that _____ must be a resident of the Town of Berkley. (name of student)
2. I certify that _____ is residing with me at the following address: (name of student)

(house #, street name & town)
3. I certify that I am a legal resident of Berkley. To prove residency, attach three (3) acceptable documents, i.e. utility bill, property tax bill, excise tax bill; driver's license, purchase & sales agreement or occupancy permit.
4. I am / am not _____'s legal guardian. If guardianship exists, attach legal documentation. (name of student)
5. I certify that this living situation is not an arrangement of convenience for the sole purpose of having the student reside with me to attend the Berkley Public Schools (includes Somerset High School).

List the reason(s) for the current living situation. (If this living situation is a result of marital action for Separation/divorce, attach documentation evidencing the custody arrangement).

(cont on back.)

I understand that enrolling the child named above in the Berkley Public Schools (includes Somerset High School) is contingent upon the conditions of the Residency Requirements Policy, which I have read. **I also understand that violation of this policy may result in termination of the child's enrollment and that I may be liable for this child's tuition reimbursement to the town.**

I herby certify under the pains and penalties of perjury the information provided above is accurate and rue:

Signature of Guardian/Grandparent/Foster parent/other relative/or Berkley resident

Signature of Parent

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief, before me,

seal Notary Public _____
My commission expires

3/14/11

RETURN FORM ONLY AFTER COMPLETED BY NOTARY PUBLIC

Berkley Public Schools

SPECIAL EDUCATION PROGRAMS WITH LOW ENROLLMENT

Policy #6132

The Special Education Director, with approval from the Superintendent, may charge tuition to the district of non-resident students that attend special education programs in Berkley. Non-resident students may be enrolled in situations where the program will be more efficiently run with additional students. The Superintendent shall establish the tuition rate charged based on the cost per pupil.

Adopted – February 9, 1998
Reviewed - Dec. 6, 2007

Berkley Public Schools

SCHOOL CHOICE

Policy #6133

It is the policy of this school district to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.B.L. 76.12) and under the following local conditions:

1. That by May of every school year, the administration will determine the number of spaces in each grade level available to choice students.
2. That by June 1 of every school year, consideration be given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. The selection of non-residence students for admission to the Berkley Public School Choice Program when the numbers of requests exceed the number of available spaces will be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but not later than July 1st. The second will be conducted during the week immediately preceding the beginning of the next school year to fill openings not filled or vacated since the first random drawing.
4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from grade 8, except if there is a lack of 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, sex, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in English language.

SOURCE: MASC Policy

LEGAL REFERENCES: M.G.L. 71:6, 71:6A, 76:6, 76:12, 76:12B

Approved: Nov. 17, 2003
Reviewed - Dec. 6, 2007

Berkley Public Schools

TRANSFER TO ANOTHER DISTRICT

Policy #6135

- 6135.1 When any child leaves the school or institution where he is being educated because of change of residence to another town in the commonwealth, the superintendent of schools, in the case of a public school, or otherwise the person in charge, shall furnish such child a transfer card in a form prescribed by the department of education which shall contain, in addition to any other information relative to him, his name, age, grade in school, and in every case possible, his new street and number, and shall forthwith send a duplicate thereof to the superintendent of schools of the town here the child is to reside.¹
- 6135.2 Parents are encouraged to give the school office at least one week's notice prior to moving out of the system.

Adopted - May 8, 1973
Amended - Jan. 14, 2008

¹ General Laws, Chapter 76, Section 13

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

Policy #6136

To the extent practical and as required by law, the district 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 district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate night-time residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

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. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

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 district policies. 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 district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, 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 or origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's 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 district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFS:

Title I, Part C

No Child Left Behind Act 2002

Approved - April 12, 2004

Reviewed - Dec. 6, 2007

Berkley Public Schools

EMERGENCY WEATHER PROVISIONS

Policy #6210

- 6210.1 No outdoor school-sponsored activities will be allowed during electrical disturbances.
- 6210.2 In event of a serious snowstorm, ice storm, threat of a hurricane, or any other situation that could endanger health or safety, the Superintendent in consultation with appropriate persons may cancel school for the day or postpone the opening time of school. In addition, the Superintendent may close school early on the grounds of weather hazards. The Superintendent will keep the Chairman of the School Committee informed of developments and decisions during days of weather emergencies.
- 6210.3 The Superintendent is responsible for effectively communicating his decisions via local radio and on television.
- 6210.4 Parents' decisions not to send their children to school on days when weather conditions are questionable will be respected.

Adopted: May 8, 1973
Revised: March 15, 2004
Reviewed - Dec. 6, 2007

Berkley Public Schools

UNIVERSAL PRECAUTIONS STATEMENT

Policy #6310

- 6310.1 The safety policies of the practice of Universal Precautions must be followed by all employees exposed to blood and certain body fluids from any student or staff member, regardless of the person's blood borne infection status. The practices outlined below are effective in preventing the exposure of staff members to HIV, Hepatitis B virus, and other blood borne pathogens.
- 6310.2 The specimens for which universal precautions apply are as follows:
- torn or loose skin,
 - unfixed tissue or organs,
 - blood,
 - any other fluid in which blood is visibly present,
 - all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- 6310.3 Protective barriers provided by the school department must be used to protect exposed workers from potential infections. The exposure control plan specifies the type of barriers needed for the most common situations, however; specifying barriers for every possible situation is impractical; some judgment must be exercised.
- 6310.4 Current Occupational Safety and Health Administration (OSHA) mandates and requirements will be followed.
- 6310.5 All employees whose job is determined to involve definite risk exposure to student or staff body fluids will be offered the HBV vaccine if it is not offered by their health insurance. Any employee who refuses the vaccine must do so in writing. Any worker who has been accidentally exposed to potentially infectious body fluids (through needle stick or contact with mucous membranes) will immediately contact the school nurse on duty for evaluation and follow up.
- 6310.6 The school nurse is authorized to develop an exposure control plan that includes appropriate training for staff. Review and revision of the exposure control plan shall occur as needed but at least every two years. The school nurse will update and submit any changes to the Superintendent for School Committee approval.

Adopted - November 14, 1994

Amended - June 19, 2000

Reviewed - Dec. 6, 2007

BERKLEY PUBLIC SCHOOLS

COMMUNICABLE DISEASES

Policy #6311

- 6311.1 The District 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 District's responsibilities to handicapped children under the law.
- 6311.2 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 such as Acquired Immune Deficiency Syndrome (AIDS).
- 6311.3 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 District reserves the right to require a physician's statement authorizing the student's return to school.
- 6311.4 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.
- 6311.5 In the event a student with a life-threatening communicable disease qualifies for services as a handicapped 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.
- 6311.6 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.
- 6311.7 In all proceedings related to this policy, the District 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 with advisement from the school nurse(s).

6311.8 The School Nurse is responsible to keep current the Berkley Public Schools Exposure Control Plan for Bloodborne Pathogens and to make it available to faculty and staff.

Adopted - November 14, 1994

Amended - June 19, 2000

Amended – April 14, 2008

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

Berkley Public Schools

ADMINISTRATION OF MEDICATIONS

POLICY #6315

The Berkley School Committee approves the following policies governing administration of medications in the schools under its jurisdiction.

- I. Management of the Medication Administration Program
 - A. The school nurse shall be the supervisor of the medication administration program in the school.
 - B. The school nurse, in conjunction with the school physician, shall develop and propose to the Superintendent and the School Committee policies and procedures relating to the administration of medications.
 - C. Medication Orders/Parental Consent:
 1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber that is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or re-enters school.
 - a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain the following for both prescription and over-the-counter:
 - (1) student's name,
 - (2) name and signature of the licensed prescriber and business and emergency phone numbers,
 - (3) name of the medication,
 - (4) route and dosage of medication,
 - (5) frequency and time of medication administration,
 - (6) date of the order and discontinuation date,
 - (7) diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian, or student to keep confidential,
 - (8) specific directions for administration.
 - b. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:
 - (1) any special side effects, contraindications, and adverse reactions to be observed,
 - (2) any other medications being taken by the student;
 - (3) the date of the next scheduled visit, if known.

c. Special Medication Situations

(1) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.

(2) Investigational new drugs may be administered in the schools with a:

- (a) written order by a licensed prescriber,
- (b) written consent of the parent or guardian, and
- (c) pharmacy-labeled container for dispensing.

If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

- 2. The school nurse shall ensure that there is a written authorization by the parent or guardian, which contains the following:
 - a. parent or guardian's printed name, signature, and an emergency phone number,
 - b. list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented,
 - c. approval to have the school nurse or school personnel designated by the school nurse to administer the medication,
 - d. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

D. Medication Administration Plan

- 1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. (The Department of Education Guidelines for Special Education require student consent for the 18-21 age group and student participation in planning after age 14 if appropriate.) If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
- 2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan that includes the following:
 - a. name of the student,
 - b. order from a licensed prescriber, including business and emergency telephone numbers,
 - c. signed authorization of the parent or guardian, including home and business telephone numbers,

- d. any known allergies to food or medications,
 - e. diagnosis, unless a violation of confidentiality or the parent, guardian, or student requests that it not be documented,
 - f. name of the medication,
 - g. dosage of the medication, frequency of administration, and route of administration,
 - h. specific directions for administration,
 - i. possible side effects, adverse reactions, or contraindications,
 - j. quantity of medication to be received by the school from the parent or guardian,
 - k. required storage conditions,
 - l. duration of the prescription,
 - m. designation of unlicensed school personnel, if any, who will administer the medication to the student in the absence of the nurse, and plans for back-up if the designated persons are unavailable,
 - n. plans, if any, for teaching self-administration of the medication,
 - o. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication,
 - p. list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian, or student that such medication not be documented,
 - q. when appropriate, the location where the administration of the medication will take place,
 - r. plan for monitoring the effects of the medication,
 - s. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- E. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.
- F. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.
- G. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

- H. For the purposes of medication administration, the Licensed Practical Nurse functions under the general supervision of the school nurse who has delegating authority. (Medication administration is within the scope of practice for the Licensed Practical Nurse under MGL, Chapter 112.)
- I. The school nurse shall have a current pharmaceutical reference available for her/his use.
- J. Delegation/Supervision (This section applies to school districts or private schools which have been registered by the Massachusetts Department of Public Health to permit school nurses to delegate responsibility for administration of medication to trained nursing-supervised unlicensed school personnel.)

The Berkley School Committee

Authorizes

Does not authorize

That the responsibility for the administration of medication may be delegated to the following categories of unlicensed school personnel according to criteria delineated in CMR 210.004 (B)(2):

Administrative staff

Teaching staff, support staff and coaches

Licensed health personnel

Health aides

Secretaries

For the purpose of administering emergency medication to an individual child, including parenteral administration (i.e. by injection) of medication pursuant to 210.004 (B)(2), the school nurse may identify school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of emergency medication to a specific child.

1. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health.
2. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
3. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel, and available by telephone should consultation be required.
4. The administration of parenteral medications may not be delegated, with the exception of epinephrine or other medications to be administered in a life-threatening situation where the child has a known allergy or pre-

existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.

5. Medications to be administered pursuant to p.r.n. (as needed) orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.
6. For each school, an updated list of unlicensed school personnel who have been trained in the administration of medications shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer medications.
7. Supervision of Unlicensed Personnel

Authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The School Committee, in consultation with the Board of Health where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision at a minimum shall include the following:

- (a) After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train, and supervise the specific individuals, in those categories of school personnel approved by the School Committee, in consultation with the Board of Health when appropriate, who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection.
- (b) The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by the following:
 - (1) the number of unlicensed school personnel the school nurse can adequately supervise on a weekly basis as determined by the school nurse;
 - (2) the number of unlicensed school personnel necessary, in the nurse's judgment, to ensure that the medications are properly administered to each student.
- (c) The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.07 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - (1) The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume to responsibility for medication administration.
 - (2) The school nurse shall provide a training review and informational update, at least annually, for those school staff authorized to administer medications.
- (d) The school nurse shall support and assist persons who have completed the training to prepare for and implement their responsibilities related to the administration of medication.

- (e) The first time that an unlicensed school personnel administers medication, the delegating nurse shall provide supervision at the work site.
- (f) The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to the following:
 - (1) health condition and ability of the student;
 - (2) the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated,
 - (3) the type of medication,
 - (4) the proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.
- (g) Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation. Schools should make every effort to have a minimum of two school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.
- (h) For the individual child, the school nurse shall perform the following:
 - (1) determine whether or not it is medically safe and appropriate to delegate medication administration,
 - (2) administer the first dose of the medication if
 - (a) there is reason to believe there is a risk to the child as indicated by the health assessment, or
 - (b) if the student has not previously received this medication in any setting.
 - (3) review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated,
 - (4) provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately. Supervision and consultation may include record review, on-site observation, and/or student assessment,
 - (5) review all documentation pertaining to medication administration every two weeks or more often as necessary.

II. Self Administration of Medications

"Self Administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- A. The student, school nurse, and parent/guardian, where appropriate, enter into an agreement that specifies the conditions under which medication may be self administered.
- B. The school nurse, as appropriate, develops a medication administration plan that contains only those elements necessary to ensure safe self administration of medication.
- C. The student's health status and abilities have been evaluated by the school nurse who then deems self administration safe and appropriate. As necessary, the school nurse shall observe initial self administration of the medication.
- D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered.
- E. There is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under MGL, chapter 112, section 12F, or other authority permitting the student to consent to medical treatment without parental permission.
- F. If requested by the school nurse, the licensed prescriber provides a written order for self administration.
- G. The student follows a procedure for documentation of self administration of medication.
- H. The school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student, and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.
- I. The student's self administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian, or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- J. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

III. Handling, Storage, and Disposal of Medications

- A. A parent, guardian, or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students, if required by the self administration agreement,

to the school nurse or other responsible person designated by the school nurse.

1. The medication must be in a pharmacy or manufacturer labeled container.
 2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.
 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.
- B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
- C. All medications to be administered by school personnel shall be kept in a securely-locked cabinet used exclusively for medications, that is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be maintained at temperatures of 38 to 42 degrees Fahrenheit.
- D. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating student. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.
- E. Parents or guardians may retrieve the medications from the school at any time.
- F. No more than a thirty-(30) school day supply of the medication for a student shall be stored at the school.
- G. Where possible, all unused, discontinued, or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

IV. Documentation and Record Keeping

- A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.
1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
 2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

3. The daily log shall contain the following:
 - a. dose or amount of medication administered,
 - b. date and time of administration or omission of administration, including the reason for omission,
 - c. full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.
4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.
5. All documentation shall be recorded in ink and shall not be altered;
6. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self administration shall be filed in the student's cumulative health record. When the parent, guardian, or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.
- B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.
- C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

V. Reporting and Documentation of Medication Errors

- A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 1. within appropriate time frames, (the appropriate time frame should be addressed in the medication administration plan.)
 2. in the correct dosage,
 3. in accordance with accepted practice,
 4. to the correct student.
- B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. (The school nurse shall document the effort to reach the parent or guardian.) If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
- C. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the following location: school health office and/or the student health record. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and

Community Health. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

VI. Response to Medication Emergencies

(Refer to the school's policy for handling all health emergencies in the school.)

Such emergency policies shall contain:

- (a) local emergency response system telephone numbers (including ambulance, poison control number, local emergency care providers, etc.,
- (b) persons to be notified, e.g., parent/guardian, licensed prescriber, etc.,
- (c) names of persons in the school trained to provide first aid and cardio-pulmonary resuscitation,
- (d) scheduled programs for staff to be trained in first aid and CPR,
- (e) provision of necessary supplies and equipment, and (6) reporting requirements.

The school nurse shall develop procedures for responding to medication emergencies, i.e., any reaction or condition related to administration of medication that poses an immediate threat to the health or well being of the student. These procedures shall be consistent with the school's policy for handling all health emergencies and shall include maintaining a list of persons to be notified in case of a medication emergency.

VII. Administration of Epinephrine by Auto-injector to Individuals Experiencing Life-Threatening Allergic Reactions

If the school district/school is registered with the Department of Public Health, the school nurse may train unlicensed personnel to administer epinephrine by auto-injector to individuals with diagnosed life-threatening allergic events. The training program is managed with full decision-making authority, by the designated school nurse leader or responsible school nurse, in consultation with the school physician. This person, or school nurses designated by this person, shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of section 210.0004(B)(2):

- A. The school personnel authorized to administer epinephrine by auto injector are trained and tested for competency by the designated school nurse leader or responsible school nurse, or school nurses designated by this person, in accordance with standards and a curriculum established by the Department.
 1. The designated school nurse leader or responsible school nurse, or school nurses designated by this person, shall document the training and testing of competency.
 2. The designated school nurse leader or responsible school nurse, or a designee, shall provide a training review and informational update at least twice a year.
 3. The training, at a minimum, shall include:

- (a) Procedures for risk reduction,
 - (b) Recognition of the symptoms of a severe allergic reaction,
 - (c) The importance of following the medication administration plan,
 - (d) Proper use of the auto-injector,
 - (e) Requirements for proper storage and security,
 - (f) Notification of appropriate persons following administration, and
 - (g) Record keeping.
4. The school shall maintain and make available, upon request by parents or staff, a list of those school personnel authorized and trained to administer epinephrine by auto injector in an emergency, when the school nurse is not immediately available.
- B. Epinephrine shall be administered only in accordance with an individualized medication administration plan satisfying the applicable requirements of 105 CMR 210.005(E) and 210.009(A)(6), updated every year, which includes the following:
1. A diagnosis by a physician that the child is at risk of a life-threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine,
 2. Written authorization by a parent or legal guardian,
 3. Home and emergency number for the parent(s) or legal guardian(s), as well as the name(s) and phone number(s) of any other person(s) to be notified if the parent(s) or guardian(s) are unavailable,
 4. Identification of places where the epinephrine is to be stored, following consideration of the need for storage:
 - (a) At one or more places where the student may be most at risk,
 - (b) In such a manner as to allow rapid access by authorized persons, including possession by the student when appropriate; and
 - (c) In a place accessible only to authorized persons. The storage locations(s) should be secure, but not locked during those times when epinephrine is most likely to be administered, as determined by the school nurse,
 5. A plan for comprehensive risk reduction for the student, including preventing exposure to specific allergens, and
 6. An assessment of the student's readiness for self-administration and training, as appropriate.
- C. When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (generally 911), followed by notification of the student's parent(s) or guardian(s) or, if the parent(s) or guardian(s) are not available, any other designated person(s), the school nurse, the student's physician, and the school physician to the extent possible. Because of the danger of biphasic reactions, the child should be transported by trained emergency medical personnel to the nearest emergency medical facility.
- D. There shall be procedures in accordance with any standards established by the Department for:
1. Developing the medication administration plan,

2. Developing general policies for the proper storage of medication, including limiting access to persons authorized to administer the medication and returning unused or outdated medication to a parent or guardian whenever possible,
 3. Recording receipt and return of medication by the school nurse,
 4. Documenting the date and time of administration,
 5. Notifying appropriate parties of administration and documenting such notification,
 6. Reporting medication errors in accordance with 105CMR 210.005(F)(5),
 7. Reviewing any incident involving administration of epinephrine to determine the adequacy of the response and to consider ways of reducing risks for the particular student and the student body in general,
 8. Planning and working with the emergency medical system to ensure the fastest possible response,
 9. Disposing properly of a used epinephrine injector,
 10. Submitting a written report to the Department of Public Health each time epinephrine is administered to a student or staff, on a form obtained from the Department, and
 11. Permitting the Department of Public Health to inspect any record related to the administration of epinephrine without prior notice, to ensure compliance with 105 CMR210.100.
- E. Epinephrine may be administered in accordance with these regulations in before and after school programs offered or provided by a school, such as athletic programs, special school events and school-sponsored programs on week-ends, provided that the public school district or non-public school is registered with the Department pursuant to section 210.100(A) and meets the requirements set forth in section 210.000(B).
1. Epinephrine may be administered in such before and after school programs and special events, to students attending the school where the epinephrine is to be administered, provided that the following requirements are met:
 - (a) the school committee or chief administrative officer in a non-public school approves, in the policy developed in accordance with section 210.100(A)(1), administration of epinephrine in such programs. The policy shall identify the school official(s), along with a school nurse for each school designated by the school nurse leader or responsible nurse, responsible for determining which before and after school programs and special events are to be covered by the policy,
 - (b) the designated school nurse approves administration of epinephrine in that program and selects the properly trained person(s) to administer the epinephrine;
 - (c) the school complies with the requirements of 105 CMR 210.100(A), including immediate notification of emergency medical services following administration of epinephrine, but need not comply with the requirement of section 210.004(B)(3), and

- (d) the program is not licensed by another state agency, in which case the regulations promulgated by a the state agency will apply.
2. Epinephrine may be administered in such before and after school programs and special events to students from another school or school district, if approved in the school policy developed pursuant to section 210.100(A)(1) and in accordance with the following requirements:
 - (a) The school complies with the requirements of sections 210.100(A) and 210.100(B)(1), including immediate notification of emergency medical services following administration of epinephrine, except as provided in subsection 210.100(B)(2)(d).
 - (b) In the event the student is accompanied by school personnel from the sending school, such personnel, whenever possible, shall assume responsibility for ensuring that the epinephrine is brought, properly stored and administered as necessary, in accordance with the medication administration plan developed by the sending school in accordance with subsection 210.100(A)(5).
 - (c) In the event the student is not accompanied by school personnel from the sending school or such personnel are not trained in the administration of epinephrine, the receiving school may, in its discretion, assume responsibility for administering epinephrine, provided that:
 - (1) The designated school nurse in the receiving school is provided with adequate prior noticed of the request, which shall be at least one week in advance unless otherwise specified by the designated school nurse,
 - (2) The designated school nurse in the receiving school approves administration of epinephrine for that student,
 - (3) The designated school nurse selects properly trained person(s) to administer the epinephrine, and
 - (4) The student provides the designated school nurse, or the person(s) selected by the designated school nurse to administer epinephrine, with the medication to be administered.
 3. If the receiving school assumes responsibility for administering epinephrine, whenever possible, the student shall provide the designated school nurse in the receiving school with a copy of the medication administration plan developed in accordance with section 105 CMR 210.005(E). The plan shall be provided to the designated school nurse in timely fashion, in accordance with procedure established by the nurse. If no medication administration plan is provide, the student, at a minimum, shall provide to the designated school nurse in the receiving school:
 - (a) Written authorization and emergency phone numbers from a parent or guardian,
 - (b) Copy of a medication order from a licensed provider, and
 - (c) Any specific indications or instructions for administration.

In addition to the above policies, the Department recommends that each school district have a written protocol, signed by the school physician, authorizing the school nurse to administer epinephrine to previously undiagnosed individuals who experience their first life threatening allergic event in the school setting. Stock supplies of epinephrine should be maintained by the school nurse for this purpose.

VIII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication

Such information shall include an outline of these medication policies and shall be available to parents and guardians upon request.

IX. Procedures for Resolving Questions between the School and Parents Regarding Administration of Medications

(Refer to approved existing policies within the school district for the resolution of differences, if appropriate.)

X. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed but at least every two years.

Approved by School Physician: _____
Signature

Date _____

Approved by School Nurse: _____
Signature

Date _____

Date Approved by the School Committee:

Date Registered by the Massachusetts Department of Public Health for Approval to Delegate to Unlicensed Personnel, if applicable:

Date

Approved - Dec. 8, 1997
Amended- June 19, 2000
Amended - Nov. 21, 2005
Amended - Jan. 14, 2008
Amended - March 15, 2010

Berkley Public Schools

STUDENT ACTIVITY ACCOUNTS

Policy #6400

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the district and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be managed in accordance with sound business practices which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. authorizes the principals to accept money for recognized student activity organizations which currently exist or as from time-to-time may be revised.
2. authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.
3. authorizes Student Activity Checking Accounts for use by the principals with specific maximum balances established for each school by School Committee policy. The maximum balance in the checking account for each school shall be \$5,000.
4. directs principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. requires that the account be internally audited by the Administrative Assistant for Business annually and once every three years by an independent audit firm.

For accounts with limits that exceed \$25,000, the Massachusetts Department of Education recommends districts to consider an audit conducted by an outside accounting firm every two to three years.

Berkley Public Schools

CUSTODIAL & NON-CUSTODIAL PARENT RIGHTS & RESPONSIBILITIES

Policy #6425

- 6425.1 When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the principal with a certified copy of such a court order if restricted access to students or student information is requested.
- 6425.2 Parent rights include access to student records and school mailings, attendance at parent/teacher conferences, and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or is absent from school for a legitimate reason.
- 6425.3 It is the responsibility of the non-custodial parent to inform the school office of his/hr name, address, and telephone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.
- 6425.4 As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parent who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties. A parent's right of access to the student record may be limited by court order.

Adopted: November 9, 1992

Amended: April 14, 2003

Reviewed - Dec. 6, 2007

Berkley Public Schools

STUDENTS AND COMMUNICATIONS AND SOLICITATIONS

Policy #6450

The public school has direct, daily, "live", contact with more homes in the community than any other institution or organization. Because of this unique position, there is a tendency to look to the school organization as a means of communication to students and other members of the families of the community. In addition, teachers, administrators, and other school employees are often tempted to send students on errands off the school grounds. To prevent any misuse of the school organization, the following guidelines have been established:

- 6450.1 Students and the school organization shall not be used as a means of collecting information not directly pertinent to the conduct of the school program.
- 6450.2 Except for distribution of information relative to the schools, students and the school organization shall not be used as a means of disseminating advertising or promotional materials.
- 6450.3 There shall be no solicitation or canvassing of students by outside organizations within or through the schools unless by specific sanction of the school committee.
- 6450.4 No employee may release name and address lists of students to persons outside the school, except that the superintendent may authorize the release of names and addresses of high school juniors and seniors to colleges, military services, and other organizations if, in his judgment, such institutions or organizations offer worthwhile opportunities in which numbers of future high school graduates would have an interest.
- 6450.5 Students will not be sent off the school grounds on personal or school related errands for any school district employee.

Berkley Public Schools

STUDENT FUND-RAISING ACTIVITIES

Policy #6460

- 6460.1 Public schools, as an integral part of the community, can properly participate in fund-raising activities to support charitable causes and vital community organizations and programs. Problems arise, however, in deciding which of many causes should be supported and how much time can be devoted to these efforts.
- 6460.2 An individual class or school club, with the approval of the principal, may support a worthwhile community or service project or fund-raising effort.
- 6460.3 Any school-wide or school district-wide participation in fund-raising drives for charitable purposes must be approved by the School Committee. On the basis of requests received from community groups and organizations and information given by students and staff who have interest in these drives and organizations – and bearing in mind the limitations of time and resources and the dangers of "over-involvement" -- the Superintendent will make specific recommendations to the School Committee.

Adopted - May 8, 1973
Amended - May 15, 2000
Amended - May 17, 2004
Reviewed - Dec. 6, 2007

Berkley Public Schools

CONTESTS AND PUBLIC PERFORMANCES FOR STUDENTS

Policy #6461

- 6461.1 The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added work load on school staffs. Involvement in contests shall be approved by the appropriate Director of Instruction administrator.
- 6461.2 Public Performances by students, individually or in groups under the auspices of the school, shall be under the control of the principal of the school and consistent with the rules approved by the superintendent. These performances shall include participation in parades and civic events, as well as student and school-initiated activities such as plays and concerts.

Adopted - 5/8/73

Amended - 5/15/00

Reviewed - Dec. 6, 2007

Berkley Public Schools

**SCHOOL SYSTEM AUTHORITY OVER EXTRA-CURRICULAR ACTIVITIES
ASSOCIATED WITH SCHOOL DEPARTMENT** **Policy #6462**

1. Any extra-curricular activity for students of the Berkley Public Schools such as, but not limited to, dances, class trips, and fundraisers, which uses the school's name, grade designations, facilities, or student distribution network, shall be considered a school-related extra-curricular activity.
2. All school-related extra-curricular activities must have the authorization and approval of the principal of the school whose students are involved in the activity. In the event that students of more than one school are affected, the Superintendent shall have authority to grant such approval.
3. Field trips in any way organized through the school, using grade designations or the name of the school, must follow Policy #5530 and #5531 governing Field Trips.
4. Students attending private schools will not be allowed to participate on Berkley Public Schools' sports teams or attend extracurricular activities such as field trips, dances, after-school activities, etc.

Approved: December 15, 2003
Amended: April 12, 2004
Reviewed: December 6, 2007
Amended: January 9, 2012

Berkley Public Schools

GIFTS AND GIFT EXCHANGES

Policy #6470

- 6470.1 Elaborate gifts by parents or students to school personnel are to be discouraged. Letters to staff members are always welcome and are considered more appropriate than gifts as a means of expressing gratitude and appreciation.
- 6470.2 Any action or comment by an individual which might be interpreted as an invitation for a gift of any nature is highly unethical and is strongly disapproved. At no time should a gift be used in any way to bring embarrassment to pupils or teachers.
- 6470.3 The exchange of gifts by the drawing of names by students within a classroom may be permitted.
- 6470.4 Principals are responsible for promulgating this policy to parents, teachers, and students through appropriate bulletins and announcements (especially during the fall semester).

Berkley Public Schools

GUIDELINES FOR DRESS CODE

POLICY #6540

Any code for dress and grooming should be arrived at cooperatively through open discussion among students, teachers, and administrators. The following are guidelines set forth by the school committee for a dress code that will be developed, adopted, and put into operation at the school level.

- 6540.1 A student's hairstyle and dress are fundamentally matters for decision by the student and his/her parents.
- 6540.2 A student has the freedom to wear buttons, armbands, or similar insignia to express a point of view. Such symbols should not mock or ridicule another individual or a group.
- 6540.3 Specific regulations should be set if there is a "clear and present danger" to the safety of the student in a particular school situation. (Excessively long hair or loose clothing pose a danger for a student in a shop equipped with power tools.)
- 6540.4 Hair and grooming styles which actually create a disruption in the education program should be controlled.
- 6540.5 Articles of clothing which tend to mark, scratch or mar furniture or floors may not be permitted. (Two examples are boots with cleats and trousers with metal rivets.)
- 6540.6 The School Committee is interested in encouraging students to dress appropriately for school. It reserves the right to review dress codes cooperatively conceived at the school level.
- 6540.7 Present dress and grooming codes for Berkley dictate that dress and grooming are a matter of parental discretion, but it should be such that it does not interfere with the educational process of other students.
- 6540.8 The principal may ban dress that is inappropriate for health or safety reasons and/or disruptive to the educational process.

Adopted: May 8, 1973
Amended: May 17, 2004
Reviewed - Dec. 6, 2007

Berkley Public Schools

BAN ON CORPORAL PUNISHMENT

POLICY #6600

- 6600.1 No teacher, other employee, or agent of the school committee shall inflict corporal punishment on any pupil.
- 6600.2 The power of the school committee or of any teacher or other employee or agent of the school committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil.²
- 6600.3 Nothing in this policy precludes any teacher, employee, or agent of a public education program from using reasonable force to protect students, and other persons or themselves from assault or imminent, serious, physical harm.

Adopted - May 8, 1973
Amended - May 17, 2004
Reviewed - Dec. 6, 2007

² General Laws, Chapter 71, Section 37G

Berkley Public Schools

SCHOOL DISCIPLINE

Policy #6640

The Berkley Public Schools aims to prepare students for full, active, and responsible participation as American citizens. Thus, personal or public irresponsibility has no place in our school community.

In order to develop future citizens, all students must participate in the learning process. A sound discipline program is essential to this development.

At the discretion of the principal, other guidelines pertaining to each category of the School Discipline Policy may be added to the Student Handbook with notice to the School Committee.

The following Category I student actions or attitudes are irresponsible and will be resolved on a Teacher/Student basis:

1. To fail to follow homeroom, classroom, playground, cafeteria and/or general school rules,
2. To fail to submit assignments or be prepared for class,
3. To disturb or distract others from learning,
4. To refuse constructive criticism from a teacher,
5. To be inattentive to classroom instruction,
6. To be rude and/or discourteous to teachers, school personnel, or fellow students,
7. To cheat/forged,
8. To fail to carry out reasonable requests from teachers or school personnel,
9. To misuse school property, materials or resources.

We expect teachers to inform and discuss these infractions with a pupil. Make-up work or detention after school (provided transportation is arranged) may be used to resolve these problems. We expect teachers to notify parents of a student's misbehavior by phone and/or conference. We request that teachers keep a log detailing their efforts for resolving problems with students.

The following Category II acts are considered serious breaches of conduct and will be resolved on a Teacher/Principal/Student basis:

1. To harass, bully, and/or intimidate other students (see the district's Anti-Bullying Policy #6650),
2. To use abusive language,
3. To leave class without permission,
4. To fight and/or rough house,
5. To fail to report to detention,
6. To disrupt assemblies, class trips, extra-curricular activities, and/or social functions,
7. To create a disturbance that results in a hall monitor referral,

8. To tamper with computer hardware and/or software,
9. To throw food or other objects,
10. To possess or use smoking materials or other tobacco products,
11. Truancy,
12. Conduct requiring removal from a class or assembly,
13. Forgery of assignments/school documents; plagiarism (copying and not giving credit to another's work: internet material, another student's work, etc.),
14. Repeated defiance/failure to cooperate with teachers/staff,
15. Repeated inappropriate behavior toward staff or students,
16. Found in unauthorized area/unauthorized use of elevator,
17. Violation of the "Acceptable Use of the Internet" Policy.

Once these infractions are reported on the specified referral form by the teacher(s) witnessing the act, the Principal or designee will resolve them. The student will be informed by the Principal or designee of the reported act. A discussion between the Principal or designee and the student will take place. Parents will be notified of the infraction.

The following Category III acts are considered very serious breaches of conduct and will be resolved on a Teacher/Principal/Student basis:

1. Theft/extortion,
2. Assault and battery,
3. Use, possession or sale of drugs or alcohol (violation of Policy #6700),
4. Threatening/abusive language and/or gestures toward a staff member,
5. Threatening or using physical harm/harassment/sexual harassment to a student or staff member,
6. Possession or use of a firearm, weapon, fireworks or other dangerous items,
7. Malicious vandalism (plus financial restitution),
8. Leaving school building or grounds without permission,
9. Setting off a false alarm or calling in a bomb scare,
10. Arson,
11. Disturbance of a school assembly,
12. Failure to follow an administrative direction/defiance of authority,
13. Unauthorized opening of a secured outside door,
14. Hazing (General Laws C.269, s. 17-19 [conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student]),
15. Assaulting school personnel,
16. Serious violations of the "Acceptable Use of the Internet" Policy.

Once these infractions are reported on the specified referral form by the teacher(s) witnessing the act, the Principal or designee will resolve them. The student will be informed by the Principal or designee of the reported act. A discussion among the Principal or designee and student will take place. Parents will be notified by either phone, letter, and/or conference.

Students may be assigned to DETENTION in the event that work and/or conduct is less than satisfactory. Parents will be notified. Detention takes precedence over all other school commitments. Failure to report to an assigned detention may result in an office detention. An OFFICE DETENTION will be served in a designated area of the school. Students will spend the time working on academic subjects separated from the other students. Students will be allowed to attend those classes that meet less than three (3) times in the six (6) day cycle, and will be allowed to eat lunch with their class.

IN SCHOOL SUSPENSION assignments will be served in a designated area under the supervision of the Principal or designee. Students will be separated from other students for the specified period of time. Students will complete their class work during this time. Students will not be allowed to participate in extracurricular activities until the suspension is complete.

OUT OF SCHOOL SUSPENSION assignments will be served away from school under the supervision of the student's parents. Students will be allowed to make up all missed work. Students will not be allowed to participate in extracurricular activities until the suspension is complete.

Under the IDEA reauthorization, additional provisions must be implemented for students found to be eligible for special education services and have an Individualized Educational Plan (IEP).

Any time the school wishes to remove a child with an IEP from his or her current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten cumulative days when a pattern of removal is occurring, this constitutes a "change of placement". A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- a. Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting (parents always have the right to participate as a member of the Team) to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavior intervention plan has been previously developed, the Team shall review its implementation and modify if necessary.
- b. Prior to any removal that constitutes a change in placement, the school district must send parent/guardian a full statement of procedural rights (Parents' Rights Brochure) and inform you that the Team will consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This consideration is called "manifestation determination".

The Team considers evaluation information, observational information, the student's IEP and placement and must determine whether the behavior prompting the disciplinary removal was a manifestation of the student's disability.

If the Team determines that the behavior was related to the child's disability, then the student may not be removed from the current educational placement (except in the case of weapon or drug possession or use) until the IEP team develops a new IEP and decides upon a new placement and there is parent consent to the new IEP and placement.

If the Team determines the behavior was not related to the student's disability, then the school may suspend or otherwise discipline a student according to the school discipline policy, except that for any period of removal exceeding ten days, the school district must provide a student with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for the FAPE and the manner and location for providing those services.

Federal Special Education Regulations 34 CFR ~300.519 – 300.529

NOTES:

If the designated person in charge in the absence of the Superintendent and/or Principal or designee deems it necessary to suspend a student from school, an attempt to contact the Superintendent and/or Principal or designee shall be made before such action is taken. The Superintendent will be informed of all cases of suspension and drug-related problems.

In cases of in-school and/or out-of-school suspension, parents will be notified by letter.

Adopted: June 20, 1990
Amended: November 9, 1992
Approved: August 8, 1994
Approved: November 15, 1999
Approved: November 19, 2001
Approved: Nov. 15, 2004
Reviewed: Jan. 3, 2008
Amended: Nov. 17, 2010

ADDENDUM TO BERKLEY PUBLIC SCHOOLS DISCIPLINE POLICY

As part of the Massachusetts Education Reform Act of 1993, the following provisions are in effect:

- A. Any student who is found on school premises or at school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined CH94-C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or district by the Principal.
- B. Any student who assaults a Principal, Teacher, Aide, or other education staff member on school premises or at a school sponsored or school related event, including athletic games, dances, etc., may be subject to expulsion from the school or school district by the Principal.
- C. Any student who is charged with a violation of either paragraph A or B shall be notified in writing of an opportunity for a hearing: providing, however, that the student may have representation, along with the opportunity to present evidence and witnesses at the hearing before the Principal.

After said hearing, a Principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph A and/or B.

- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has a right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- E. When a student is expelled under the provisions of this section, and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the student's expulsion.

BERKLEY PUBLIC SCHOOLS

ANTI-BULLYING

Policy #6650

A. Purpose

Berkley Public Schools is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying. The purpose of this policy is to prevent harassment, intimidation and bullying between or among any members of the school community and to offer persons who believe they have been subject to bullying an efficient and effective means by which to end it.

B. Definitions

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L.c.71, §37O for the legal definition of cyber bullying.

Bullying is the act of one or more individuals intimidating one or more persons through verbal, physical, metal or written interactions including via any electronic media (cyber bullying). This includes student to student, staff to staff, student to staff and staff to student.

Bullying is a major distraction from learning. Bullying of any type has no place in a school setting. The Berkley Public Schools will endeavor to maintain a learning and working environment free from bullying.

Bullying may include, but is not limited to:

- Intimidation, either physical or psychological,
- Threats of any kind, stated or implied,
- Assaults on persons, including verbal, physical, psychological, written and/or emotional,
- Attacks on personal property.

C. Scope

This policy applies to all members of the Berkley Public Schools community, staff, students and parents/guardians, while attending school and all extracurricular and school-sponsored activities and events, both on school property and at off-site locations, and during normal school hours.

Bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees.

D. Prevention and Intervention Plan

The Superintendent shall oversee the development of a prevention and intervention plan in consultation with school staff, administrators, parents, volunteers and local law enforcement agencies. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal(s) are responsible for the implementation and oversight of the prevention and implementation of the plan within his/her school. (See attached)

E. Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding, and reporting incidents of bullying.

F. Violations of the Policy

Any person who violates this policy will be subject to appropriate disciplinary action, including but not limited to warnings, reprimands, physical restraint/restrictions, discharge, suspension or expulsion. Any disciplinary action against employees of the school system will be taken in accordance with applicable collective bargaining agreements, state, and federal law. Student's disciplinary action will be in accordance with each school's discipline procedure.

G. Reporting Bullying Incidents

Any person who believes that he or she has been subjected to, or has witnessed acts of intimidation or bullying in the educational environment is encouraged to bring his/her complaint to the immediate attention of an adult or staff member for assistance in resolving the matter.

Complainants are not promised confidentiality; however, the district will enforce the anti-retaliation provisions of this policy to protect complainants and witnesses.

The school system will endeavor to involve as few people as possible, with the goal of protecting all parties involved and stopping the behavior.

Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate

ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

H. Anti-Retaliation Provision

Behavior that is interpreted as retaliatory in response to a bullying complaint being filed is in violation of this policy and subject to the same reporting and investigative procedures as the initial complaint. Filing of false reports is also in violation of this policy. Persons found to be filing false reports of bullying or harassment will be subject to disciplinary action.

I. Resolving Complaints of Bullying

All complaints will be investigated by the assistant principal, principal and/or superintendent. All appropriate steps will be taken to resolve the complaint. Disciplinary action will be in accordance with each school's discipline procedure.

Adopted: April 12, 2010

Amended: Nov. 17, 2010

Att: Bullying Prevention and Intervention Plan, 1/9/12 amended

BERKLEY PUBLIC SCHOOLS (BPS)

Bullying Prevention and Intervention Plan

I. LEADERSHIP

School leaders play a critical role in developing and implementing Bullying Prevention and Intervention Plans (“the Plan”) to promote positive school climate. Leaders have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference.

Public Involvement

As required by M.G.L. c. 71, § 37O, this Plan has been developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Consultation included notice and a public comment period before the Plan was adopted by the school committee.

Assessing Needs and Resources

The Plan is the district’s blueprint for enhancing capacity to prevent and respond to issues of bullying. As part of the planning process, school leaders, with input from families and staff, assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services.

Planning and Oversight

School leaders will 1) receive reports on bullying; 2) collect and analyze school-wide data on bullying to assess the present problem and measure improved outcomes; 3) create a process for recording and tracking incident reports for accessing information related to targets and aggressors; 4) plan for the ongoing professional development that is required by the law; 5) respond to the needs of targets and aggressors; 6) choose and implement the curricula that the school will use; 7) revise current policies and protocols under the Plan, including an Internet Safety Policy, and designate key staff to be in charge of implementation of them; 8) amend student and staff handbooks and codes of conduct; 9) lead the parent or family engagement efforts and draft parent information materials; and 10) review and update the Plan each year, or more frequently.

Priority Statement

Berkley Public Schools is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying.

II. TRAINING AND PROFESSIONAL DEVELOPMENT

In accordance with M.G.L. c. 71, § 37O BPS will provide ongoing professional development for all staff, including but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities,

and paraprofessionals. Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal/designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

Ongoing Professional Development

Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district-wide professional development will be informed by research and will include information on: developmentally appropriate strategies to prevent and/or stop bullying; information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber bullying; and Internet safety issues as they relate to cyber bullying. Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Written Notice to Staff

BPS will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the employee handbook and the code of conduct.

III. ACCESS TO RESOURCES AND SERVICES

A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, aggressors, families, and others are addressed. In order to enhance the school's or district's capacity to prevent, intervene early, and respond effectively to bullying, available services reflect an understanding of the dynamics of bullying and provide approaches to address the needs of targets and aggressors.

Resources, Counseling and other Services

BPS will provide school-based interventions and other services as needed for targets, aggressors, and their families.

Students With Disabilities

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Referral to Outside Services

BPS will follow established protocols for referring students and families to outside services.

IV. ACADEMIC AND NON-ACADEMIC ACTIVITIES

An age-appropriate instruction on bullying prevention in each grade has been incorporated into the school's curricula.

Bullying prevention curricula will emphasize the following approaches: using scripts and role plays to develop skills; empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance; helping students understand the dynamics of bullying and cyber bullying, including the underlying power imbalance; emphasizing cyber safety, including safe and appropriate use of electronic communication technologies; enhancing students' skills for engaging in healthy relationships and respectful communications; and engaging students in a safe, supportive school environment that is respectful of diversity and difference. The Plan will be reviewed with each student on a yearly basis.

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities.

Communication With Parents

We provide information to parents on the dynamics of bullying, cyber bullying and online safety through parent meetings and posting information and links on the district and schools' websites.

V. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

Any person who believes that he or she has been subjected to, or has witnessed acts of intimidation or bullying in the educational environment is encouraged to bring his/her complaint to the immediate attention of an adult or staff member for assistance in resolving the matter.

Complainants are not promised confidentiality; however, the district will enforce the anti-retaliation provisions of this policy to protect complainants and witnesses. The school system will endeavor to involve as few people as possible, with the goal of protecting all parties involved and stopping the behavior.

The district Incident Reporting Form is attached.

At the beginning of each school year, the school will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal/designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Reporting

A staff member will report immediately to the principal/designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal/designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal/designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal/designee.

Responding to a report of bullying or retaliation

Before fully investigating the allegations of bullying or retaliation, the principal/designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal/designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal/designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

Upon determining that bullying or retaliation has occurred, the principal/designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it.

There may be circumstances in which the principal/designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

Notice to Another School or District

If the reported incident involves students/persons from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal/designee first informed of the incident will promptly notify by telephone the principal/ designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal/designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal/designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal/designee deems appropriate.

Investigation

The principal/designee will investigate promptly all reports of bullying or retaliation and, in doing so; will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal/designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal/designee (whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations.

Determination

The principal/designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal/designee will take steps to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal/designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is

necessary. Depending upon the circumstances, the principal/designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal/designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal/designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal/designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal/designee may consider include:

- offering individualized skill-building sessions;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal/designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal/designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the school's discipline procedure.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal/designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal/designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal/designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal/designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal/designee will work with appropriate school staff to implement them immediately.

VI. PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyber bullying, are prohibited: (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

VII. DEFINITIONS

Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below.

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L.c.71, §37O for the legal definition of cyber bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

VIII. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

Adopted: Nov. 17, 2010

8. Signature of Reporter/Complainant: _____
Date: _____

9. Form Provided to: _____ Position: _____ Date: _____
Signature: _____ Date: _____

10. Action Taken:

11. Follow Up Parent/Guardian of Reporter: Y/N

12. Follow Up Parent/Guardian of Subject: Y/N

13. Additional Follow Up Needed: Y/N

Berkley Public Schools

POSSESSION, USE OR SALE OF DRUGS

Policy #6700

- 6700.1 The school environment is the place in which intelligence, capabilities, and skills are developed and enhanced. Physical and psychological dependence upon chemical substances creates health problems and is counterproductive to the goals of education. Frequent use of any drug results in impaired performance. The use, possession, or sale of illegal drugs or alcohol cannot be permitted as it undermines the educational process.
- 6700.2 It is the mission of this policy to establish our commitment to maintaining healthy growth and development in our students and to preserve the quality of our educational environment.
- 6700.3 The policies established herein apply to students attending any school-supported activity or event on or off school grounds.
- 6700.4 The school will provide, without penalties, assistance to any student who voluntarily seeks drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use and has not been apprehended for any violations, the school staff will take the following action:
- A. immediately develop a treatment plan including in-school and community resources,
 - B. parents should be involved as soon as it is considered to be appropriate,
 - C. students will be given the opportunity to make up any school work that is missed.
- 6700.5 A Crisis Intervention Team consisting of concerned school personnel, parents, and the student will be convened on a case-by-case basis to:
- A. clarify the problems that are interfering with the student's education,
 - B. describe relevant school policies and procedures that might have an impact on a student if this plan is not followed,
 - C. develop a plan to address these problem areas.
- 6700.6 If a student voluntarily confides a drug/alcohol problem to a staff member, the following steps will be taken on a confidential basis to develop a treatment option:
- A. the staff member should refer the student to the principal,
 - B. the school nurse may be involved if physical symptoms are suspected.
 - C. No disciplinary action will be taken.
 - D. Refer to Special Services, if necessary.
 - E. Obtain parental involvement as soon as deemed appropriate.
- 6700.7 If a student is suspected of being under the influence of drugs or alcohol, although no substance (contraband) is found.

- A. The school nurse will be notified to assess potential medical risk.
 - B. A designated administrator will notify parents to take the student home.
 - C. Administrators, parents and the student will hold a conference to develop background information and treatment options.
 - D. The primary focus of intervention is medical evaluation, parental involvement, in-house team meeting, and counseling.
- 6700.8 When a student is found to be in the presence of other students using or distributing substances.
- A. A staff member will notify the designated administrator.
 - B. The administrator informs parents of the student's involvement.
 - C. Refer the student to a counselor for further exploration,.
 - D. Possible disciplinary action of suspension for up to five (5) days may occur at the discretion of the administrator.
- 6700.9 When a student is found to be in possession of drugs or alcohol.
- A. A staff member will notify the designated administrator.
 - B. The administrator informs the parents of the student's involvement.
 - C. Police will be immediately notified. Any drugs found must be turned over to a police officer.
 - D. There will be referral to Special Services for follow-up counseling.
 - E. The student will be suspended for up to five (5) days.
 - F. There will be a Crisis intervention Team meeting with parents, police, administration and the student.
 - G. Re-admission to the school may be contingent upon a request from a physician regarding the student's fitness to continue his/her studies.
- 6700.10 When a student is found selling or distributing drugs,
- A. A staff member will notify the designated administrator.
 - B. The administrator informs the parents of the student's activity.
 - C. Referral will be made to Special Services.
 - D. Police will be immediately notified. Any drugs found must be turned over to a police officer.
 - E. The student will be suspended for up to five (5) days.
 - F. There will be a Crisis Intervention Tea meeting with parents, police, administration and the student. There will be a staff meeting during the suspension period to discuss the student's behavior/problem and to consider recommendation and treatment.
 - G. Re-admission to the school may be contingent upon a hearing with documented successful treatment from community substance abuse treatment services.
- 6700.11 The above procedures are applicable for students in grades N - 8 in the Berkley School Department. Repeated violations of the drug and alcohol policies by a student will be referred to the Crisis Intervention Team. The

team, after evaluation, will make recommendations to the Superintendent of Schools for appropriate action.

Reference:

Memorandum of Understanding between Berkley School Department & Police Department.

Adopted - December 14, 1992

Reviewed - Jan. 3, 2008

Berkley Public Schools

PREGNANT STUDENTS

Policy #6740

- 6740.1 School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.
- 6740.2 The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.
- 6740.3 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.

Adopted - May 8, 1973
Amended - May 15, 2000
Approved - November 19, 2001
Reviewed - Jan. 3, 2008

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

Berkley Public Schools

PHYSICAL RESTRAINT POLICY

Policy #6750

AUTHORITY, SCOPE, PURPOSE, CONSTRUCTION

1. In accordance with 603 CMR 46:00 and M.G.L. c. 69, paragraph 1B and C.71, paragraph 37G the following policy for restraint is hereby established.
2. This policy governs the use of physical restraint on students in Berkley Public Schools. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. Methods of physical restraint allowed include: basket hold standing, basket hold floor, two person take down.

Chemical/Mechanical/Seclusion restraints prohibited.

- Chemical restraint - the administration of medication for the purpose of restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
- Mechanical restraint - the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
(A protective or stabilizing device such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or therapist, shall not be considered mechanical restraint.)
- Seclusion restraint - physically confining a student alone in a room or limited space without access to school staff – is prohibited.
(The use of “time out” procedures during which a staff member remains accessible to the student, although not necessarily present, shall not be considered “seclusion restraint”.)

3. This policy is designed to ensure that students participating in the Berkley Public Schools are free from unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:
 - a. To administer a physical restraint only when needed to protect a student and /or member of the school community from imminent, serious, physical harm; and
 - b. To prevent or minimize any harm to the student as a result of the use of physical restraint.
4. This policy does not limit the protection afforded publicly funded students under other state and federal laws, including those laws that provide for the rights of

students who have been found eligible to receive special education services. Nothing in this policy precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, and other persons or themselves from assault or imminent, serious, physical harm.

PROCEDURES AND TRAINING

1. This policy outlines appropriate responses to student behavior that may require immediate intervention. These procedures shall be reviewed annually and made available to school staff and parents of enrolled students.
2. Each principal shall be responsible for arranging for the provision of training regarding the school's restraint policy. This training will occur within the first month of school or for new hires within one month of employment. The component of the general staff training shall be:
 - a. Physical restraint policy,
 - b. De-escalation techniques,
 - c. Related safety considerations,
 - d. Administering of approved Crisis Prevention Institute Strategies.
3. Identification of staff who have received in-depth training in the use of physical restraint. This in-depth training will be at least 16 hours duration.

WHEN PHYSICAL RESTRAINT MAY BE USED

1. Physical restraint may be used only in the following circumstances:
 - a. Non-physical interventions would not be effective, and
 - b. The student's behavior poses a threat of imminent serious harm to self or others.
2. Physical restraint is prohibited:

As a means of punishment or as a response to property destruction, 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.

PROPER ADMINISTRATION OF PHYSICAL RESTRAINT

1. Only school personnel who have received training pursuant to 603 CMR 46.03 (2) or 603 CMR 46.03(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements shall not preclude a teacher, employee or agent of the Berkley Public schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
2. Person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.
3. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.03(5).
4. A person administering a restraint shall discontinue such restraint as soon as possible.

5. Safety requirements include:
 - a. No restraint shall be administered in such a way that the student is prevented from breathing or speaking. A staff member shall continuously monitor the physical status of the student, including skin color and respiration. A restraint shall be released immediately upon a determination by the staff member administering the restraint that the student is no longer at risk of causing imminent physical harm to him or herself or others.
 - b. Restraint shall be administered in such a way so as to prevent or minimize physical harm.
 - c. Staff shall review and consider any known medical or psychological limitations and /or behavioral intervention plans regarding the use of physical restraint on an individual student.
 - d. Following the release of a student from a restraint, the staff will:
 - review the incident with the student to address the behavior that precipitated the restraint ,
 - review the incident with the staff person who administered the restraint to discuss whether proper procedures were followed,
 - consider whether any follow-up is appropriate for student who witnessed the incident.

REPORTING REQUIREMENTS

1. Staff shall report the use of physical restraint after administration. Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedure.
2. The school staff member who administered the restraint shall verbally inform the school principal or his/her designee of the restraint immediately, and by written report no later than the next school working day. The written report shall be provided to the principal or his/her designee, except that the principal shall prepare the report if the principal has administered the restraint. The principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
3. The principal or his/her designee shall verbally inform the student's parents or guardians of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of restraint. If the school customarily provides a parent or guardian of a student with report cards and other school- related information in a language other than English, the written restraint report shall be provided to the parent or guardian in that language.
4. When restraint has resulted in a serious injury to student or staff member or when extended restraint has been administered, the school shall provide a copy of the written report to the Department of Education within five school working days of the administration of the restraint. The school shall also provide the Department with a copy of the recorded of physical restraints maintained by the

school building principal for the thirty day period prior to the date of the reported restraint.

SPECIAL CIRCUMSTANCES

1. Students with Disabilities. Restraint administered to a student with a disability pursuant to an Individualized Education Plan (IEP) or other written plan developed in accordance with state and federal law to which the Berkley Public Schools program and the student's parent or guardian have agreed shall be deemed to meet the requirements of 603 CMR 46.00, except that the limitations on mechanical, and seclusion restraint, the training requirements and the reporting requirements shall apply.
2. The Berkley Public Schools may seek a parent's or guardian's consent to waive the reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member and do not constitute extended restraint. Individual waivers will be sought only for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
3. Limitations on individual waivers will be adhered to per 603 CMR 46.07 guidelines.

Approved: June 18, 2001

Approved: November 19, 2001

Reviewed - Jan. 3, 2008

Berkley Public Schools

WELLNESS POLICY

Policy #6755

- 6755.1 The Berkley Public Schools are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Berkley Public School District that:
- the school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies;
 - all students in grades Pre-K through 8 will have opportunities, support, and encouragement to be physically active on a regular basis;
 - foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans;
 - qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat;
 - to the maximum extent practicable, all schools in our district will participate in available federal school meal program (National School Lunch Program);
 - schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

In meeting these goals and aligning with the guidelines of the Child Nutrition and WIC Reauthorization Act of 2004, the following nutrition and physical activity areas will be addressed within this policy:

- Wellness Team
 - District Nutrition Guidelines
 - Student Nutrition Guidelines
 - Student Physical Education/Physical Activity Guidelines
 - Health Services
- 6755.2 **WELLNESS TEAM**
A district Wellness Team will be formed to develop, implement, monitor, review and, as needed, revise the Berkley Public Schools Wellness Policy. The Wellness Team will work cooperatively with existing School Advisory Councils.

The Wellness Team will consist of:

- School Administrator,
- District Food Service Director,
- Representatives from each school (to include Physical Education, Health, and Classroom teachers),
- School Nurse(s),
- Parent/Guardian/Community Representative.

The Responsibilities of the Wellness Team will include but not be limited to the following:

- serving as resources and implementing the district wellness and physical activity policy,
- working with the Food Service Director to ensure that the nutrition guidelines are observed,
- identifying interdisciplinary links between nutrition, physical activity and the general curriculum,
- meeting at least once per year to assess effectiveness of the program.

6755.3 DISTRICT NUTRITION GUIDELINES

The Berkley School District will ensure that the food service program and health curriculum will support and promote students' proper dietary habits which contribute to good health and improved academic performance.

Food:

Encourage the consumption of whole grains, fresh fruits, vegetables, and dairy products as a means of promoting healthy eating habits.

Beverages:

Only reduced and low fat milk, water, and beverages containing 50-100% fruit juices may be sold on school grounds except in the area where the students are not permitted access such as the teacher's room.

6755.4 STUDENT NUTRITION GUIDELINES

The School Lunch Program:

- The full meal school lunch program will continue to follow the USDA Requirements for Federal School Meals Programs.
- The Food Service Director will follow the nutrition guidelines when determining the items in a la carte and "competitive foods" sales.
- Each student regardless of circumstances will be provided a lunch.

Cafeteria Environment:

Our cafeteria environment will continue to provide students with a relaxed, enjoyable climate. Our cafeteria environment is a place where students have:

- adequate space to eat with clean and pleasant surroundings,
- adequate time to eat meals,

- convenient access to hand washing or hand-sanitizing facilities before meals.

The Food Service Director will comply with all standard operating procedures as recommended by the USDA, with regard to food safety.

Student Nutrition Education:

The Berkley School District Nutrition Education Program is aligned with the standards outlined in the Massachusetts Comprehensive Health Frameworks as adopted by the Massachusetts Department of Elementary and Secondary Education (DESE). Staff uses the Berkley Comprehensive Health Curriculum to develop instructional units.

Parent/Community Nutrition & Physical Activity Education:

- Nutrition education materials will be disseminated via school newsletters, lunch menus, PTO activities, etc.
- School facilities will be available for wellness initiatives.

Staff Nutrition & Physical Activity Education:

With the purpose of:

- encouraging all school staff to improve their own personal health and wellness,
- building the commitment of staff to promote the health of students,
- building the commitment of staff to help improve the school nutrition and physical activity environment,
- making school facilities available for staff wellness initiatives,
- encouraging staff to participate in district wellness initiatives.

6755.5 STUDENT PHYSICAL EDUCATION / PHYSICAL ACTIVITY GUIDELINES

Physical activity is critical to the development and maintenance of good health. Physical activity and physical education programs both contribute to the development of healthy, active students. *Physical activity* will encompass bodily movements of any type and may include recreational, fitness, and sport activities as well as daily activities such as playing at recess, walking to/from school or work, doing yard work, or simply using the stairs instead of the elevator. Thus physical activity minutes may be accumulated through physical education and less structured bouts of physical activity. Regular physical activity is important because it may:

- reduce the risk of obesity, diabetes, and other chronic conditions,
- assist in improved academic performance,
- help children feel better about themselves,
- reduce the risk for depression and other stress-related conditions,
- help prepare students to be productive, healthy members of society,
- improve overall quality of life.

Physical Education Instruction:

The Berkley Public School System acknowledges the state requirements for physical education. The Berkley schools will ensure that the physical education program is supported and viewed as integral to a healthy school environment. A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be encouraged in the school's daily education program from grades pre-K through 8.

As mandated in the General Laws of MA, (Chapter 71: Section 3), all students in the Berkley Public Schools are taught physical education as a required subject. The National Association of Sport and Physical Education (NASPE) lists the benefits of a quality physical education program as follows:

- exposes young people to a wide variety of physical activities,
- teaches physical skills to help maintain a lifetime of health and fitness,
- encourages self-monitoring so that young people can see how active they are and set their own goals,
- individualizes activities to student needs, abilities, and interests,
- focuses on the process and personal best rather than product,
- stresses active role modeling.

A quality physical education program provides opportunities, appropriate instruction, meaningful and challenging content. The guidelines for physical education in the Berkley Public Schools are aligned with the standards outlined in the MA Health Frameworks. The Physical Activity and Fitness Standard states that all students will, by repeated practice:

- acquire and refine a variety of manipulative, loco-motor, and non-locomotor movement skills,
- utilize principles of training and conditioning,
- learn biomechanics and exercise physiology,
- apply the concept of wellness to their lives.

Physical education activities are sequential and age appropriate encompassing the following learning standards:

- motor skill development,
- personal and social competency.
- physical skills to help maintain a lifetime of health and fitness

Physical Activity Opportunities:

In addition to the physical education program physical activity is encouraged through:

- daily recess in grades Pre-K through 4,
- extension and "family fun" physical activities provided through the physical education program,
- theme based movement centers in Pre-K through K,
- extracurricular physical activities programs,
- community use of school facilities for physical activity programs,
- maintenance of outside fields and playgrounds for community use,
- support, participation, and lending expertise for community physical activity events.

6755.6 HEALTH SERVICES

Student Access to a Certified School Nurse:

In order to meet student's physical and emotional needs, the District will provide daily access to an on-site school nurse. School nurses should be registered nurses who have specialization in school nursing. School nurses will:

- maintain confidential health records,
- maintain training and membership on Crisis Team, as safety facilitator,
- identify, refer, and manage student's physical and mental health needs,
- identify opportunities to improve the health and wellness of students, staff, and families through the use of computerized health office data,
- plan for meeting the needs of children with special health care needs in the school setting,
- communicate with school staff to ensure the safety of students with special health care needs,
- conduct preventative screenings,
- act to prevent and control communicable disease,
- provide emergency care of ill and injured,
- provide health and safety education,
- advocate for a safe and healthy school environment,
- refer students and staff to appropriate health related services,
- collaborate with school staff, parents and community members to promote wellness,
- provide oral health services based on the student populations needs,
- require a comprehensive health evaluation for students with frequent or extended absences from school,
- regularly inform students, families, and other community stakeholders about school programs, services and outcome data that are related to health, safety, oral health, and mental health,
- provide resources that help families on matters of: parenting, progression in school, knowledge of child development milestones, and communication with their child or adolescent about relationships, safety, tobacco, alcohol, illicit drugs, sexuality, violence, and diet,
- implement prevention programs that focus on recognition of stressful life situations and interventions to help student deal with these stresses,

Approved: Aug. 21, 2006

Reviewed: Jan. 3, 2008

Amended: Jan. 11, 2010

**SCHOOL–BASED PUBLIC ACCESS DEFIBRILLATION PROGRAM
& PROCEDURES**

Policy #6760

Introduction

A public access defibrillation (PAD) program provides an opportunity for trained responders at participating Berkley Public Schools to deliver early defibrillation to victims of cardiac arrest. This policy does not create an expectation that an Automatic External Defibrillator (AED) or a trained employee will be present at every event. The use of an AED by trained personnel is intended to maximize the chance of survival of a victim based upon the steps taken during the critical minutes before emergency medical services (EMS) providers arrive and assume responsibility for care of the patient.

Purpose

The purpose of this procedural guide is to define and establish standard operating guidelines that are required by the Massachusetts law, (M.G.L., Title XVI, Chapter 112 12v, 12v ½) (Attachment #4) in order for the Berkley Public Schools Health Services to acquire, maintain and utilize an AED. The procedures identified by the guide are intended to greatly increase the chance of survival of a victim of a sudden cardiac arrest prior to the arrival of the local EMS.

Goals

The goals of the Automatic External Defibrillation Program include:

1. To improve the likelihood of survival for any person suffering from sudden cardiac arrest.
2. To promote public awareness of AED availability in the Berkley Public Schools as part of local, state, and national initiatives.
3. To meet the requirements of Massachusetts General Laws, Chapter 112, Section 12V1/2 relating to public access defibrillation programs.
This AED program is intended to make AED's available for use only by individuals who have current evidence of successful completion of a course in CPR and use of an AED that meets or exceeds the standards established by the American Heart Association or the American Red Cross. This program requires that any such person, in each instance of responding to a request for emergency care, will contact Emergency Medical Services and provide a report to the AED program Medical Director. All AED certified staff must maintain certification and participate in practice drills every year.
4. To insure a safe and effective program the school nurse and principal will meet annually and/or as needed to review existing policies and procedures.

AED Advisory Task Force

The AED Advisory Task Force will include the following program participants: Medical Director, School Nurse, EMS Coordinator (Berkley Fire Department), and Principal.

Program Participants Responsibilities:

Medical Director will:

1. Oversee all medical aspects of the program.
2. Insure compliance with appropriate regulatory requirements.
3. Insure proper training and maintenance of skills for targeted responders.
4. Review policies and procedures for the AED program.
5. Establish a quality review and improvement program, including post-drill and post-incident debriefing.
6. Establish and maintain a relationship with local EMS.

School Nurse will:

1. Assist with the development and implementation of AED program.
2. Act as a liaison among the AED program participants.
3. Oversee and coordinate non-medical aspects of the program.
4. Coordinate documentation related to training, maintenance, and use and post incident data collection.
5. Coordinate training of AED certified staff and maintain master list of all trained staff.
6. Be responsible for the day-to-day accountability for the AED program, during the contracted school hours and school year.
7. Check AED equipment and accessories and document these checks in accordance with maintenance procedures.
8. Maintain documentation of all training and a list of trained AED responders.
9. Coordinate and document site-specific drills and refresher training.
10. Maintain documentation regarding use of AEDs.

EMS Coordinator will:

1. Coordinate and document initial AED training and biennial retraining, and any additional training on an as needed basis to designated AED trained staff.
2. Act as a resource to the Medical Director and School Nurse.
3. Immediate post incident debriefing after each AED use.
4. Retain a copy of usage reports for documentation.

Principal will:

1. Convene the Advisory Task Force annually or as needed.
2. Report all uses of defibrillation to the Superintendent of Schools.
3. Oversee administrative coordination of the program.

Staff Training

All AED responders are required to maintain documentation relative to the biennial successful completion of a course of basic life support that includes cardiopulmonary resuscitation and the use of AEDs according to standards and guidelines of the American Heart Association, Heartsaver AED Program (Attachment #2).

On site drills will be conducted at least once during each school year. Drills will include a review of site-specific AED devices. On-site training will be coordinated and documented by the School Nurse, and EMS Coordinator.

Location

The locations of all Automatic External Defibrillators within the Berkley Public Schools will be determined by the AED Task Force and the Superintendent of Schools.

Current locations include:

- Berkley Middle School, Foyer across from gymnasium
- Berkley Community School, Lobby outside gymnasium

Maintenance

Maintenance of the AED shall be the responsibility of the Berkley Public Schools.

Whenever service is needed, the Service Icon on top of the AED unit will illuminate to indicate service is required.

The School Nurse will perform the following operations throughout the school year in accordance with the time period identified and record all findings on the AED Readiness Inventory (Attachment # 3).

1. Daily and after each use: Check the readiness display and confirm that neither the battery indicator nor the service indicator is displayed. Visually inspect the AED for proper location, cleanliness, and any evidence of tampering.
2. Weekly and after each use: Inspect the AED case, connectors, and battery according to the Operators Checklist. Check the station against inventory, and restock as needed.
3. After each use: Inspect the exterior for dirt or contamination and clean the AED if needed in accordance with the operating instructions. Complete an AED incident report and restock supplies. Forward the unit to the EMS provider to download the data (Attachment #1).

“Code Blue” Emergency Protocol

When an emergency occurs the staff person in charge will notify the main office by intercom or walkie-talkie.

1. State who you are
2. Your location
3. What the emergency is (i.e. Someone has passed out, allergic reaction, severe injury etc.)

The **office staff** will initiate “Code Blue”

1. Announce over intercom “Code Blue” twice (2) with the location of code
2. Call ambulance when notified by staff nurse or designee (911)
 - a. Refer to card on desk with students names requiring Paramedic and convey that information to dispatcher at 911
 - b. If AED is involved in “Code Blue” convey information to 911
3. Notify parents (refer to emergency card/ MMS for numbers)

School Nurse

1. Immediately report to scene with emergency bag (orange bag) and ambu bags
2. Determine if oxygen tank is needed and inform office staff
 - a. Designated staff member will bring oxygen tank to “Code Blue” site
3. Determine if AED is needed and inform office staff
 - a. Designated staff member will bring AED to “Code Blue” site
4. Determine whether to notify EMS
 - a. Inform office staff if paramedic is needed and whether an AED is involved.
5. Notify main office when emergency is complete

Emergency Medical Response Team (EMRT)

1. Report to “Code Blue” site
2. Any staff member near an EMRT member is requested to fill in until a substitute arrives, if applicable
3. EMRT members
 - a. Assist with first aid/CPR as necessary
 - b. Crowd control
 - c. Additional responsibilities as necessary

USE OF AED:

Upon arrival at the scene the school nurse/AED responder will:

- Assess responsiveness
- If unresponsive, activate emergency response system by calling 911 – verify 911 has been contacted
- Check ABCs (Airway, Breathing, Circulation)

- If no breathing, provide rescue breathing
- If no circulation, perform CPR and prepare for defibrillation
 - If chest is wet ---DRY IT
 - If chest is hairy---SHAVE IT
 - If heart device implanted---WORK AROUND IT

Early Defibrillation:

NOTE: PEDIATRIC PADS SHOULD BE USED ON A VICTIM LESS THAN 8 YEARS OLD OR 55 LBS/25 KGS

If not available use adult AED and pads

REMOVE VICTIM FROM CONTACT WITH WATER AND DRY CHEST

DO NOT START CPR or INITIATE DEFIBRILLATION if:

- Person has signs of circulation (normal breathing, coughing, moving)
- There is a valid Do Not Resuscitate (DNR) indicator – check for bracelet on the person in compliance with MDPH/DNR protocols
- Power on AED
- Attach AED electrodes to victims bare chest
- Allow AED to analyze
 - Clear victim during analysis
- If advised to shock
 - Clear victim
 - Press Shock button
- Continue to follow AED prompts until EMS arrives
- If defibrillation is unsuccessful after (1) shock, the nurse/AED responder shall continue 2 minutes of CPR (beginning with chest compressions), then follow same steps above

Early Advanced Care:

- EMS takes charge of victim upon arrival
- The school responder will provide information about the victim to EMS: name, age, known medical problems, details of incident, victim's condition and aid provided (including number of shocks administered). A copy of the Student/Staff Member Emergency Card will be provided to the EMS.
- When EMS arrives the defibrillator pads/electrodes shall remain in place on the victim and the defibrillator will remain at the school where information regarding the cardiac event will be provided by the School Nurse or designee.

Post Evaluation

- School Nurse will notify the Medical Director, School Physician, and Superintendent.

- The School Nurse will complete an Incident Report (See Attachment #1), retain one copy and forward one copy to Medical Director, one copy to EMS Coordinator, one copy to the Superintendent of Schools, and one copy to the School Physician.
- The EMS Coordinator will make AED data available after each use of the AED. The School Nurse will be provided with one copy of the report and will forward one copy to the Medical Director. The EMS Coordinator will retain a copy of the report.
- Before the AED is entered back into service, the School Nurse will inspect, clean if needed and re-stock the AED station in accordance with maintenance procedures.
- As appropriate, the Medical Director/EMS will conduct a post incident review (including quality improvement) and debrief program staff and those involved in the incident.

**Attachment #1
BERKLEY PUBLIC SCHOOLS
First Responder Defibrillation Incident Report**

Patient Name: _____

Patient Address:

AED Responder Name:

Date of Incident: _____ **Incident Location:** _____

Patient Age: _____ **Sex:** _____ **Physician:**

Was incident witnessed? Yes: _____ **No:** _____

Name of Witness:

Was Personal Protective Equipment Used? Yes: _____ **No:** _____

CPR in Progress? Yes: _____ **No:** _____

Bystander _____ **Fire/EMT** _____ **Police** _____ **First Responder** _____ **RN** _____ **MD** _____

Vital Signs:	Time: _____	Time: _____
	BP: _____	BP: _____
	Pulse: _____	Pulse: _____
	Resp: _____	Resp: _____

Defibrillation:

<u>Time</u>	<u>Joules</u>	<u>Operator</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pertinent Additional Information:

**Attachment #2
Berkley Public Schools
CPR/AED Training Log**

Instructor Name	Training Organization	Recognition Date	Renewal Date	Copy of card on file?	Date of additional skill review
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Notes:

**Attachment #3
BERKLEY PUBLIC SCHOOLS
AED READINESS INVENTORY**

(If more than one device, list location or other means of identifying specific device inventoried)
Directions: Insert date. Initial each check performed and any corrective action to assure readiness.
Record initials and signature below.

DEVICE LOCATION **DATE:**

	TIME:										
	R=ROUTINE P=POST- USE										
AED stored in appropriate location											
Storage unit intact											
AED exterior intact											
User's guide											
Two sets electrodes											
Battery installed and functional											
Spare battery available (if recommended by manufacturer)											
Data card installed											
Spare data card											
Mouth barrier device											
Razor											
Scissors for clothing removal											
Non-latex gloves											

Use blank spaces to add other checks as recommended by device manufacturer, Medical Director or EMS

Corrective actions required/completed:

DATE	DETAILS

Initials: _____ **Signature:** _____ **Initials:** _____ **Signature:** _____

Initials: _____ **Signature:** _____ **Initials:** _____ **Signature:** _____

Attachment #4
GENERAL LAWS OF MASSACHUSETTS
PART 1. ADMINISTRATION OF THE GOVERNMENT
TITLE XVI, PUBLIC HEALTH

CHAPTER 112. REGISTRATION OF CERTAIN PROFESSIONS AND OCCUPATIONS.

Chapter 112: Section 12V. Exemption of certain trained individuals rendering emergency cardiopulmonary resuscitation or defibrillation from civil liability.

Section 12V. Any person who is trained according to the standards and guidelines of the American Heart Association or the American National Red Cross in cardiopulmonary resuscitation or the use of semi-automatic or automatic defibrillators or any person who has successfully met the training requirements of a course in basic cardiac life support, conducted according to the standards established by the American Heart Association, who in good faith and without compensation renders emergency cardiopulmonary resuscitation or defibrillation in accordance with his training, other than in the course of his regular professional or business activity, to any person who apparently requires cardiopulmonary resuscitation or defibrillation, shall not be liable for acts or omissions, other than gross negligence or willful or wanton misconduct, resulting from the rendering of such emergency cardiopulmonary resuscitation or defibrillation.

GENERAL LAWS OF MASSACHUSETTS

Chapter 112: Section 12V ½. Definitions.

Added by 1999, 142 effective Feb. 22, 2000.

Section 12V ½.

(a) As used in this section, the following words, shall, unless the context requires otherwise, have the following meanings:

“AED”, a semi-automatic or automatic external defibrillator.

“AED agency”, a person that (i) possesses an AED that is maintained and tested in accordance with its manufacturer’s guidelines, (ii) permits an AED provider to use an AED in its possession, (iii) requires that each AED provider, in each instance of responding to a request for emergency care or treatment, contacts the police or emergency medical services in the city or town in which they are located and provides a report to its AED medical director, (iv) prior to implementation of its public access defibrillation program, notifies the local police and the emergency medical services provider of the number, type and location of the AED in its possession, and (v) contracts with an AED medical director, who shall be responsible for ensuring that the AED agency complies with AED maintenance, AED provider training and notice requirements.

“AED medical director”, a physician practicing in or adjacent to the regional emergency medical service region of the city or town in which the AED agency with which he

contracts is located, who (i) is an emergency physician or cardiologist or a physician having specialized training and knowledge concerning public access defibrillation, (ii) is knowledgeable about emergency medical services protocols established pursuant to chapter 111C, (iii) is familiar with cardiopulmonary resuscitation and AED action sequences, (iv) coordinates the activities of the AED agency with which he contracts and its AED providers, with the protocols described and the action sequences described in this section, and (v) evaluates the activities of the AED agency with which he contracts.

“AED provider”, a person (i) who has successfully completed a course in cardiopulmonary resuscitation and in the use of an AED that meets or exceeds the standards established by the American Heart Association or the American National Red Cross and (ii) whose evidence of successful course completion has not expired.

“Public access defibrillation program”, a program sponsored by an AED agency, using AED providers and an AED medical director, which makes automatic external defibrillation and AED providers available to the public.

(b) Any AED provider who in good faith renders emergency cardiopulmonary resuscitation or automatic external defibrillation, in accordance with his training through a public access defibrillation program, to any person who apparently requires cardiopulmonary resuscitation or defibrillation, shall not be liable for acts or omissions, other than gross negligence or willful or wanton misconduct, resulting from the rendering of emergency cardiopulmonary resuscitation or defibrillation.

- a. An AED medical director and an AED agency who in good faith participates in a public access defibrillator program shall not be liable for acts or omissions, other than gross negligence or willful or wanton misconduct, resulting from such participation.

Attachment #5
AUTOMATED EXTERNAL DEFIBRILLATION PROGRAM
MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made and entered into on _____ by and between the Berkley Public Schools and Berkley Fire Department.

The purpose of this agreement is to establish training, credentialing, and a quality assurance program for the utilization of Automated External Defibrillators by responders employed by the Berkley Public Schools, who will function under the medical supervision of a physician (Medical Director) affiliated with The Berkley Fire Department. The Berkley Public Schools will function within Operating Policies and Procedures established by the AED Advisory Task Force in conjunction with The Berkley Fire Department, to utilize treatment protocols that are in accordance with the Emergency Medical Services Treatment Protocols developed by the Massachusetts Office of Emergency Medical Services and approved by the Program Medical Director for the use of defibrillation equipment;

WHEREAS The Berkley Fire Department is committed to continually improving the emergency medical care in Berkley and supports the efforts to provide early defibrillation capabilities for the targeted facilities, and;

WHEREAS the Fire Department authorizes First Responders, EMTs and other appropriately trained personnel who have requisite skills established by the Department to perform defibrillation with an Automated External Defibrillator via treatment protocols established by the Massachusetts Office of Emergency Medical Services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

THE DEPARTMENTS AGREE:

1. To identify the Medical Director as coordinator for all aspects of the program;
2. To utilize defibrillation training programs that are approved by the program Medical Director and the Departments;
3. To establish through the Medical Director a credentialing process that provides authorization to practice for responders affiliated with the Berkley School System who have been appropriately trained in the use of automated defibrillation equipment;
4. To utilize treatment protocols developed by the Massachusetts Office of Emergency Medical Services and approved by the Departments for the use of defibrillation equipment by responders affiliated with the Berkley School System who are authorized to practice;

5. To establish a quality assurance program, which reviews all uses of the automated defibrillation equipment and which provides for ongoing education and the regular evaluation of skill competency necessary to maintain authorization to practice;
6. To maintain Department data bases for the automated defibrillation program and provide summary reports to the School System and the Medical Director upon request;
7. To approve the automated external defibrillator equipment to be used by the School System.

THE SCHOOL SYSTEM AGREES:

1. To maintain with the Departments an up-to-date roster of all personnel currently employed by the School System who are authorized to utilize an Automated External Defibrillator;
2. To participate in all quality assurance procedures established by the Departments through the Medical Director, including case reviews, skill competency evaluations, and submission of patient care reports and recordings;
3. To utilize and abide by the written protocols established by the Departments through the Medical Director for the use of automated defibrillation equipment;
4. To establish policies for regular inspection and preventive maintenance of all defibrillation equipment and batteries;
5. To utilize only that equipment which is approved by the Departments through the Medical Director;
6. To abide by protocols established by the Departments through the Medical Director, which will ensure appropriate dispatch of and interaction between defibrillation – trained responders and emergency medical service providers and agencies who will participate in the continuum of care;

IT IS AGREED TO BY ALL PARTIES that this memorandum of agreement may be terminated with sixty (60) days written notice by any party.

SIGNED:

FOR THE BERKLEY PUBLIC SCHOOL DISTRICT:

Thomas J. Lynch, Superintendent

Date

FOR THE BERKLEY FIRE DEPARTMENT:

Department Chief

Date

Attachment #6
AUTOMATED EXTERNAL DEFIBRILLATION PROGRAM
MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made and entered into on _____
by and between the Berkley School District (hereinafter known as the School System)
and Program Medical Director.

WHEREAS the purpose of this agreement is to establish a training, credentialing and quality assurance program for the utilization of Automated External Defibrillators by responders affiliated with the School System who will function under the medical control, supervision of, and Operating Policies and Procedures approved by the Departments, in accordance with the Emergency Medical Services Treatment Protocols developed by the Massachusetts Office of Emergency Medical Services and approved by the Medical Director and:

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

THE PROGRAM MEDICAL DIRECTOR AGREES:

1. To act as the Medical Director for all aspects of the program;
2. To assist the School System in identifying defibrillation training program resources that are approved by the American Heart Association and/or the American Red Cross;
3. To establish a credentialing process that identifies responders affiliated with the School System who have been appropriately trained in the use of automated defibrillation equipment;
4. To approve and utilize treatment protocols which are in accordance with the Emergency Medical Services Treatment Protocols developed by the Massachusetts Office of Emergency Medical Services and for the use of defibrillation equipment;
5. To establish a quality assurance program which reviews all uses of the automated defibrillation equipment and which provides for ongoing education and the regular evaluation of skill competency necessary to maintain authorization to practice

THE SCHOOL SYSTEM AGREES:

1. To maintain an up-to-date roster of all emergency response team members currently employed by the School System who are authorized to utilize an automated external defibrillator;

2. To participate in all quality assurance procedures approved by the Program Medical Director, including case reviews, skill competency evaluations, and submission of patient care reports and recordings;
3. To ensure that the Program Medical Director is notified of any use of the automated external defibrillator by its employees or agents within 24 hours;
4. To utilize and abide by the written protocols approved by the Program Medical Director for the use of automated defibrillation equipment;
5. To establish policies for regular inspection and preventive maintenance of all defibrillation equipment and batteries;
6. To utilize only that equipment which is approved by the Program Medical Director;
7. To abide by protocols approved by the Program Medical Director which will ensure appropriate dispatch of and interaction between defibrillation trained responders and emergency medical service providers and agencies who will participate in the continuum of care.

IT IS AGREED TO BY ALL PARTIES that:

This memorandum of agreement may be terminated with sixty (60) days written notice by any party.

SIGNED:

FOR THE BERKLEY SCHOOL DISTRICT:

Thomas J. Lynch, Superintendent

Date

FOR THE PROGRAM MEDICAL DIRECTOR:

Name

Signature

Date

Berkley Public Schools

USE OF TOBACCO PRODUCTS

Policy #6761

- 6761.1 The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of tobacco products within the school buildings, the school facilities, or on the school grounds, or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every building.³
- 6761.2 The policy of "no tobacco products" for students is in the current Student/Parent Handbook.
- 6761.3 Everyone – teachers and all other staff, parents, and the general public – will now follow Chapter 71, Section 37H. There will be NO USE OF ANY TOBACCO PRODUCTS anywhere on school property or on school buses.
- For the convenience of smokers, we have marked off the area "that would be sidewalk" – the public way between school property and the street (30 feet from the middle of the road).
- 6761.4 Programs of education designed to make students fully informed on the hazards of the use of tobacco products shall be incorporated into the regular curriculum of the schools.
- 6761.5 When public events such as town meetings, school music and parent programs, turkey raffles, sporting events, etc. are held at the schools; the use of tobacco products will only be allowed off school property.
- 6761.6 The Berkley School Department shall work cooperatively with external agencies in order to make information available concerning smoking cessation programs for both staff and students.
- 6761.7 It is the intent of the School Committee that a positive and supportive approach be taken toward the enforcement of the smoking policy. The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on the school premises share in the responsibility for adhering to and enforcing this policy. Any conflict should be brought to the attention of the appropriate supervisor for the purpose of resolution. In any dispute arising from a Smoking Policy, the health concerns of non-smokers shall be given preference. Enrollment in a smoking cessation program may be included in the prescriptive approach to enforcement of the policy for staff.

³ General Laws, Chapter 71, Section 37H, Acts of 1993

6761.8 Any violation of this policy by students shall be referred to the building principal. Students who violate provisions of this policy shall be subject to student discipline procedures.

6761.9 Any violation of this policy by staff shall be referred to the appropriate supervisor. It is every staff member's responsibility to comply with this policy, and violations of the policy will be handled through the usual administrative procedures.

The following disciplinary steps will be taken when individuals have been found to violate the no smoking policy:

1. First offense will result in a verbal reprimand by the supervisor. The supervisor should note that this verbal reprimand has taken place, documenting date and time.
2. A second offense will result in a written reprimand which will be placed in the employee's personnel file.
3. Third offense will be result in a one-day suspension without pay.
4. Further violations will result in referral of the employee to the superintendent of schools for implementation of more severe penalties.

6761.10 The School Committee recognizes that smoking has been declared to be an "addiction" by the Surgeon General and will assist and help coordinate treatment for those employees who repeatedly violate the policy prior to taking disciplinary steps. Treatment expense will be the responsibility of the employee.

6761.11 Citizens who are observed smoking or using tobacco products on school district property shall be asked to refrain from smoking in school facilities. If the individual fails to comply with the request, his or her violation of policy will be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual entering school district property for a specified period of time. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy.

Adopted: September 13, 1993
Amended: June 19, 2000
Amended: May 17, 2004
Reviewed - Jan. 3, 2008

Berkley Public Schools

SCHOOL INSURANCE

Policy #6800

- 6800.1 Providing hospital and medical insurance for students is a responsibility of parents. The school district will make an accident insurance program available to parents of all students, but will not obligate them to purchase this program.
- 6800.2 No student shall be permitted to take part in interscholastic athletics or practice for interscholastic athletics unless he or she has insurance covering accidental injury.
 - 6800.21 Such insurance will be made available to parents through the school.
 - 6800.22 Parents of these students who do not want the school insurance must sign a waiver to that effect and also indicate that they have sufficient accident insurance coverage from another source.
 - 6800.23 Such insurance shall be non-duplicating.

Berkley Public Schools

FOOD SERVICES PROGRAM

POLICY #6840

- 6840.1 All public schools operating on a “one-session day” are required to make lunches available to children. All public schools are required to make lunches available to children.
- 6840.11 All public schools which draw their attendance from areas with a high number of needy children, as defined by the Bureau of Nutrition Education and School Food Services of the Department of Education, shall make school breakfast programs available to children.
- 6840.12 State-established minimum nutritional standards and regulations for all school food services must be followed.⁴
- 6840.2 Each school will establish its standards for student behavior in the cafeteria. Students who violate these standards of behavior in the cafeteria shall be subject to the regular disciplinary procedures of the school. In addition, they may be excluded, temporarily or permanently, from the food services program.
- 6840.3 Free lunches for needy students will be made available according to procedures established by the Bureau of Nutrition Education and School Food Services. Care should be taken to provide these lunches in such a way as to avoid embarrassing students.

Adopted: May 8, 1973
Amended: December 14, 1992
Amended: June 21, 2004
Reviewed - Jan. 3, 2008

⁴ General Laws, Chapter 15, Section 1G

Berkley Public Schools

TRANSPORTATION SERVICES FOR STUDENTS

Policy #6860

- 6860.1 The transportation policies of the School Committee are aimed at providing a safe, efficient, and economical method of getting students to and from school. It is the desire of the School Committee that transportation be scheduled in such a way that the best educational interests of the students be served. Regulations are necessary to govern the operation of such a program, and it is not the intent of the School Committee to assume an unreasonable approach to this phase of the school program.

The School Committee realizes that these policies are not all-inclusive, or ideal, or that they meet all the needs of the district. They are presented as essential statements for providing safe, economical, and adequate service. They are given to illustrate the types of decisions on the policy level that the Committee must make to provide a reasonable quality of service in a district with average climatic, topographical, and traffic conditions.

The School Committee will provide transportation to and from school for students who live two (2) miles or more from school.¹ In event of specific safety hazards or the lack of sidewalks along heavily-traveled highways or traffic arteries, the School Committee may furnish transportation to students living less than two (2) miles from school.

Transportation expenses of approved athletic, band, and choir trips and approved educational field trips will be paid from the school's Transportation Fund when possible. Transportation expenses for other school-related trips will be paid from money collected from the sale of tickets to those students taking the trip and/or by the sponsoring organization. An amount equal to the cost of the trip will be transferred from the sponsoring organization to the transportation contractor.

- 6860.2 The Berkley School Transportation Plan is based on the Berkley School Committee not allowing standees on buses.
- 6860.3 A Depot Policy (group bus stop) will be allowed, meaning that students in grades Kindergarten through Grade 2 will be picked up close to home, students in Grades 3 and 4 will have a one-quarter mile maximum walk to a depot, and Grades 5 through 12 students will have a one-half mile maximum walk to a depot.
- 6860.4 The School Committee may provide transportation for athletic teams, coaches, cheerleaders, bands, and any other groups composed of students from the school, which bear the school name, and are under the control of

- the School Committee. The Superintendent must request said special transportation.
- 6860.5 Transportation services are provided to students by the School Committee on the following conditions:
- a. Students must follow established procedures for changing their boarding or “leaving” bus stop, or for transferring from one bus to another.
 - b. Students must follow all regulations set forth which control their boarding, leaving, seating, behavior, and safety. While on the bus, they must follow all school rules regarding behavior found in the current issue of the Student Parent Handbook. A student may be excluded, temporarily or permanently, for disobeying one of these regulations.
- 6860.6 The contractor shall be responsible for scheduling all bus routes. Routes shall be finalized and submitted to the Office of the Superintendent of Schools for approval by August 15 of each year.
- 6860.7 Routes to and from school are scheduled on the assumption that students will be picked up from and delivered to the bus stop nearest their place of residence. One-day exceptions for individual students may be granted by approval of the principal.
- Long-term exceptions, more than one week, must be submitted to the Principal for approval. Students may be transported at the end of the school day to a location other than home under the following circumstances:
- a. A written request for such transportation signed by a parent or legal guardian must state the specific location other than home to which the student is to be transported every school day.
 - b. The request for such transportation may not require that a bus deviate from an established route.
 - c. The request for such transportation may not cause the school district to incur any additional cost.
 - d. In fulfilling such request, the school district will not be required to comply with any other policy or practice limiting the length of time a student may spend on a bus.
- 6860.8 Requests for such transportation as described above will be submitted to the Principal. If the requirements have been met, the Principal will direct that the request be granted.
- 6860.10 A bus will not use a private way to receive or drop off students unless the Superintendent has approved the use of the private way, and it is continuously maintained so that it can be used safely.

- 6860.11 A bus will not use any road, public or private, if it cannot be safely and continuously maintained as determined by the Superintendent.
- 6860.12 A bus will not stop to load or unload students unless the driver has an unobstructed view of at least 300 feet in each direction, except to the extent that visibility is reduced by fog, snow, or other weather conditions. In such circumstances, the driver is expected to use his/her best judgment to ensure the safety of the children and the bus.

Reference:

[†] Massachusetts General Law, Chapter 71, Section 68

Adopted – May 12, 1992

Revised – February 13, 1996

Amended – April 13, 1998

Amended - May 21, 2001

Amended - Feb. 25, 2008

Berkley Public Schools

BUS DRIVERS (Employees of the Transportation Contractor)

Policy #6861

- 6861.1 Each school bus shall be operated by a person twenty-one (21) years of age or over who is licensed under Section Eight A, Chapter 90, or who is licensed under Section Nine, Shaper 159A, and is subject to an annual physical examination.
- 6861.2 Drivers shall be approved by the Transportation Contractor and the head bus driver. The Committee or Superintendent reserves the right to request that a driver or drivers be removed from the Berkley bus route.
- 6861.3 The attached School Bus Discipline Procedure and Bus Rules for Students must be adhered to.
- 6861.4 Berkley Public Schools will obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of any individual who regularly provides school related transportation to children. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.
- 6861.5 The Superintendent shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, who may have direct and unmonitored contact with children, during their term of employment.
- 6861.6 The Transportation Contractor shall assign a person to act as head bus driver, who shall act as a liaison between the School Department Administrative Staff and the Contractor, and shall have the authority to make decisions for the Contractor.
- 6861.7 Performance responsibilities of the head bus driver are as follows:
- 6861.71 schedule all extra-curricular transportation as directed by the school administration,
 - 6861.72 maintain and submit transportation records as requested by the school administration (examples: trip tickets, late bus mileage records, bus conduct reports, bus mileage records.),
 - 6861.73 establish and maintain proper supervision and discipline for each school bus and in the staging area, in conjunction with the principal,

- 6861.74 insure that each bus receives a daily pre-trip walk-around inspection,
- 6861.75 conduct school bus evacuation drills as required,
- 6861.76 ensure that buses receive proper maintenance and are kept clean inside and outside,
- 6861.77 maintain radio contact (during regular bus runs) with contractor's station and other mobile bus radios to assist in the event of bus failure or accident,
- 6861.78 schedule driver meetings as requested by the school administration.

Adopted: May, 1992
Amended: June 21, 2004
Amended - Feb. 25, 2008

**STUDENT CONDUCT ON BUSES/
SCHOOL BUS DISCIPLINE PROCEDURES**

Policy #6862

The enforcement of bus rules is the responsibility of the bus driver. An infraction of the bus rules will be brought to the attention of the student(s) involved by a verbal explanation and warning by the driver or the assignment of a seat by the driver.

6862.1 Procedure: If a verbal warning is not sufficient, the driver will complete a written report on the form provided, "Bus Conduct Report" with copies sent to the following:

- Copy 1- Parent
- Copy 2 - Driver
- Copy 3 - Office, Principal
- Copy 4 - Transportation, Superintendent's office

6862.2 Probation: A student will be placed on probation if, in the judgment of the Principal, the student's behavior has been unacceptable. A student on probation may be suspended if there is an infraction of bus rules during the probationary period.

6862.3 Suspension: A student shall lose his/her privilege of riding on the bus for infractions which, in the judgment of the Principal and Superintendent, affect the safety of the driver and/or other students on the bus, or for acts of deliberate vandalism.

6862.4 Notes: If a student is suspended from bus transportation, the Principal shall notify the student and /his/her home in writing of this decision. A copy will be forwarded to the Office of the Superintendent in all cases of bus suspension. A student receiving a bus suspension at the end of a school year may have the suspension continued into the following school year. Special needs students are to comply with the same bus rules. Discipline procedures will be the same unless noted on the student's I.E.P.

6862.5 Bus Rules for Students:

6862.51 Waiting for the Bus:

Be on time for the bus. Because of schedules, the driver cannot wait. Do not allow children who are not riding the bus to accompany the student to the bus stop. Observe all safety precautions while waiting for the bus. Do not play in the road.

6862.52 Whenever a student must cross the street, do so only when no moving vehicles are approaching from either direction. Do not push, pull, or chase other students. Avoid trespassing on private property

and being noisy. As the bus approaches, line up off the street. Do not approach the bus until it has stopped and the bus driver has opened the door.

- 6862.53 Loading the Bus: Get on the bus quickly in an orderly fashion and be seated. Listen carefully and obey any directions issued by the driver.
- 6862.54 Riding the Bus: Remain in your seat. Keep lunches, books, and other equipment out of the aisles. Arrangements must be made by the teacher with the driver for students to bring anything unusual on the bus. Do not throw anything on or out of the bus. Do not extend arms or any other part of the body out of the window. Avoid shouting and excessive noise. No horseplay or fighting. Be courteous to other students. No smoking (Chapter 90, Section 7B). No vulgarity. Cooperate with the driver for the safety of all.
- 6862.55 Unloading the Bus: Do not leave your seat until the bus has stopped. Leave the bus quickly but in a courteous manner without pushing other students. If you must cross a street as you leave the bus, be sure to walk in front of the bus after being so instructed by the bus driver. Observe all safety precautions as you travel from your bus stop to your home. Students shall only be dropped off the bus at their regularly scheduled stop or at school. A note from home is required for stops other than the regularly scheduled stop. Violations of the bus rules will result in probation and/or the loss of bus privileges.

Berkley Public Schools

TRANSPORTATION EQUIPMENT

POLICY #6863

- 6863.1 Buses in service shall conform to all provisions of the General Laws and Regulations of the Registry of Motor Vehicles relating to school bus transportation. Any bus not passing the regular Registry of Motor Vehicles inspection shall have all deficiencies corrected within twenty-four (24) hours of the inspection or the bus shall be removed from service.
- 6863.2 The buses shall be registered and garaged in the Town of Berkley.
- 6863.3 Buses must be kept in an attractive condition. They must be clean inside and outside and must be kept in safe, operating condition at all times.
- 6863.4 Buses shall operate in conformity with posted speed limits and with the rules and regulations as set forth by the Registry of Motor Vehicles of the Commonwealth of Massachusetts.
- 6863.5 The School Committee or its designee reserves the right to inspect all buses offered for use and to reject at any time any bus or buses considered by them to be in unsatisfactory condition.
- 6863.6 All contract buses shall be lettered "BERKLEY PUBLIC SCHOOLS" in letters five inches high. Lettering shall be located on each side of the bus.
- 6863.7 All buses are equipped with swing-out lighted STOP signs and two-way communication equipment.
- 6863.8 The contractor shall maintain and make available for perusal by the Berkley School Committee or its designee a maintenance record of each vehicle used in the contract. Maintenance records shall indicate all maintenance performed on the equipment.
- 6863.9 The contractor shall have, for each school year that the contract is in force, General Liability of at least \$1,000,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$5,000,000 Annual Aggregate Limit; and Automobile Liability of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town of Berkley will be named as an additional insured, and satisfactory documentation of such will be provided to the Berkley School Committee.

Adopted - May, 1992

Amended - June 21, 2004

Reviewed – March 6, 2008

BERKLEY PUBLIC SCHOOLS

SPECIAL EDUCATION STUDENT TRANSPORTATION

Policy #6864

6864.1 The School Committee must provide special education student transportation under Chapter 766 Regulations and must arrange for the provision of all transportation recommended by a TEAM. In meeting such obligation, the School Committee shall insure that there is full compliance with all conditions set by a TEAM for the transportation of a child in need of special education. The School Committee shall transport or arrange for transportation of a child in need of special education on regular transportation vehicles unless one or more of the statements listed below in Paragraphs 6864.11 through 6864.14 apply to that child. If Paragraphs 6864.11 or 6864.14 apply to a child in need of special education, the School Committee shall transport or arrange to have such child transported on vehicles which are not regular transportation vehicles. If paragraphs 6864.1.2 or 6864.1.3 apply to a child in need of special education, the School Committee shall transport or arrange to have such child transported either in regular transportation vehicles or in other vehicles.

6864.11 The TEAM states such child cannot be transported on regular transportation vehicles.

6864.12 Such child must be transported at times during which regular transportation vehicles are not normally operated.

6864.13 Such child must be transported to points outside the jurisdiction of the School Committee to which the School Committee's regular transportation vehicles do not normally carry children.

6864.14 The parents of such child provide the required transportation.

6864.2 A School Committee may not write an independent education plan (I.E.P.) for a child consisting solely of transportation services without modification of the regular education program.

6864.3 Transportation Provided by the Parents:

If the School Committee arranges to have the parents of a child in need of special education transport such child, it shall pay such parents the prevailing rate per mile for school employees for each mile which parents transport the child at the request of the School Committee. Parents shall be reimbursed for the round trips traveled in a direct route between the child's home and school. No parent shall be required to provide transportation, nor shall any School Committee be relieved of the obligation to provide transportation for such child because of inability or unwillingness of such parents to provide such transportation.

Reference:

MA Department of Education – 766 Regulations

Adopted - May, 1992

Amended - June 19, 2000

Reviewed – March 6, 2008

Berkley Public Schools

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

Policy #6865

- 6865.1 The School Committee recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy will be observed.
- 6865.2 To use a private vehicle for school purposes, the employee must have the written permission of the superintendent or his/her designee.
- 6865.21 This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. This permit will state the particular purpose, and whether it includes transportation of students.
- 6865.22 For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- 6865.3 Employees so authorized to use their cars for school business purposes are first covered by their own automobile insurance. Coverage by the district is limited to general umbrella liability.
- 6865.4 The district will assume no responsibility for liability unless the employee has the authorization described above.
- 6865.5 Employees are eligible for mileage reimbursement at the local school department established rate.

Reference:
National School Boards Association

Adopted - May, 1992
Reviewed – March 6, 2008

Berkley Public Schools

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Policy #6866

- 6866.1 The School Committee specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or the Principal. The School Committee does not encourage the use of private vehicles unless determined to be necessary or essential. In most cases school buses or other approved transportation will be utilized.
- 6866.2 In instances where private vehicles must be used for the transportation of children on a regular basis, the Superintendent will maintain an approved list of such arrangements.
- 6866.3 Small vehicles, including those owned by the school district, may be used for the purpose of transporting school students on inter- and intra-school approved programs and activities sponsored by the School Committee, subject to appropriate procedures.
- 6866.4 The driver of each vehicle used for this purpose will be at least 21 years of age and possess a valid operator's license. The driver of each vehicle used for this purpose will have a current criminal offender record information (CORI) form on file in the school department in accordance with M.G.L. c.71 s.38R. The vehicle will be insured for bodily injury and property damage according to amounts specified in the procedures, as well as liability and personal injury protection.
- 6866.5 A small enclosed vehicle is defined as a motor vehicle with motive power designed for carrying nine or fewer passengers. The vehicle must meet or exceed minimum state standards governing school transportation vehicles.
- 6866.6 Privately-owned motor vehicles used exclusively to carry members of the owner's household, informal, or intermittent arrangements such as sharing of actual gasoline expense or participation in a car pool for transporting of students to or from school are not covered by this policy.

Reference:
National School Boards Association

Adopted - May, 1992
Amended – April 14, 2008

Berkley Public Schools

IDLING VEHICLE POLICY

Policy #6867

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Berkley School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L.c.90, §16B and 540 CMR 27.00. The prohibitions contained in M.G.L.c.90,§16B shall be enforced by state or local law enforcement agencies.

Adopted: Jan. 11, 2010

BERKLEY PUBLIC SCHOOLS

INTERROGATION AND ARREST OF STUDENTS

Policy #6900

- 6900.1 Parents/Guardians are responsible for the behavior of their students during out-of-school hours. The following procedures should be followed in the event of a police officer who seeks to interrogate a student, to search his/her locker or person, or arrest him/her in regard to a suspected crime or misdemeanor which occurred off the school grounds during out-of-school hours:
- 6900.11 The police officer should be asked to identify himself/herself. In addition, the officer should be requested to give reason why it is necessary for investigative action to occur during school hours rather than after school at the student's home.
 - 6900.12 The student's parents/guardians must be contacted prior to any interrogation of the student, when it is appropriate.
 - 6900.13 In the absence of parents/guardians, the principal or designee must be in attendance during the interrogation of a student.
 - 6900.14 The principal or designee of the school must be present during any search of a locker or desk of a student by a police officer.
 - 6900.15 The school must comply with a duly-authorized warrant for the arrest of a student. In the event of arrest, the student's parents/guardians must be informed that the police are taking custody of the student.
- 6900.2 The police should be requested to investigate any unsolved crimes which have occurred in school or on the school grounds. It should be remembered that the school is an educational institution and not an investigative agency. The following procedures should be followed in event of a crime occurring in school:
- 6900.21 A request should be made to the police department to have a police officer make an investigation.
 - 6900.22 Prior to any interrogation or arrest, parents/guardians of suspected students must be notified.
 - 6900.23 In the absence of parents/guardians, the principal or designee must be present during any interrogation by a police officer.
 - 6900.24 The principal or designee must be present during any search of a locker or desk of a student by a police officer.
 - 6900.25 Should an arrest result, parents must be informed that the police are taking the student into custody.
- 6900.3 The Superintendent will be kept informed of any police investigation occurring in the schools.

Adopted - May 8, 1973

Amended - June 19, 2000

Amended – April 14, 2008