



HUDSON SCHOOL COMMITTEE

Policy Subcommittee Meeting

May 16, 2023

Remote Meeting

<https://vimeo.com/showcase/9964109>

5:00 p.m.

AGENDA

- I. Discussion and Review of Policies Under Sections:
 - a. B: School Board Governance and Operations
 - b. E: Support Services
 - c. G: Personnel
 - d. I: Instructional Program
 - e. J: Students
 - f. K: Community Relations

- II. Remote Work Protocol

The Sub-Committee on Policy is conducting a review of the existing Policies under section B “School Board Governance and Operations.” The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language in **red**.

SECTION B – School Board Governance and Operations

Section	Existing Policy	Proposed Change or New Policy
BGA	<p>School Board Governance & Operations Section: BGA</p> <p style="text-align: center;">FORMULATION OF POLICY</p> <p>The formulation of a written policy is a matter deserving of lengthy and serious study. Policies constitute the basic method by which the School Committee exercises its leadership in the operation of the school system. It is important that members of the Hudson Public Schools staff, parents, students, and the general public be given an opportunity to express their opinions on proposed new policies and changes in existing policies. Before being presented to the full School Committee for adoption, all policy actions must first be discussed in subcommittee to allow for public input during formulation. Within the guidelines established by the Chairperson, public input will be accepted during the discussion on policy changes and adoption at meetings of the full School Committee.</p> <p>The Policy Subcommittee will have the general responsibility for submitting the policies in written form for the approval of the full Committee. Other subcommittees may generate policy recommendations in the areas specific to their functions, but must publicly announce the intention to review or generate</p>	<p>School Board Governance & Operations Section: BGA (Replaced by BGB)</p> <p style="text-align: center;">FORMULATION OF POLICY</p> <p>The formulation of a written policy is a matter deserving of lengthy and serious study. Policies constitute the basic method by which the School Committee exercises its leadership in the operation of the school system. It is important that members of the Hudson Public Schools staff, parents, students, and the general public be given an opportunity to express their opinions on proposed new policies and changes in existing policies. Before being presented to the full School Committee for adoption, all policy actions must first be discussed in subcommittee to allow for public input during formulation. Within the guidelines established by the Chairperson, public input will be accepted during the discussion on policy changes and adoption at meetings of the full School Committee.</p> <p>The Policy Subcommittee will have the general responsibility for submitting the policies in written form for the approval of the full Committee. Other subcommittees may generate policy recommendations in the areas specific to their functions, but must publicly announce the intention to review or generate policy, and the subject of the policy, prior to detailed discussion at subcommittee</p>

<p>policy, and the subject of the policy, prior to detailed discussion at subcommittee meeting(s). All policies must be reviewed by the Chairperson of the Policy Subcommittee, the Superintendent and legal counsel prior to being presented to the full Committee.</p> <p>The formal adoption of policies shall be recorded in the minutes of the School Committee. A copy of officially adopted policies shall be distributed to members of the School Committee.</p>	<p>meeting(s). All policies must be reviewed by the Chairperson of the Policy Subcommittee, the Superintendent and legal counsel prior to being presented to the full Committee.</p> <p>The formal adoption of policies shall be recorded in the minutes of the School Committee. A copy of officially adopted policies shall be distributed to members of the School Committee.</p>
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The Sub-Committee on Policy is conducting a review of the existing Policies under section E “Support Services.” The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language in **red**.

SECTION E – Support Services

Section	Existing Policy	Proposed Change or New Policy
EBLB	<p>Support Services Section: EBLB</p> <p style="text-align: center;">FIRE DRILLS</p> <p>Two fire drills the first month, and one every other month are required by the Hudson School Committee. It is the responsibility of the school principal to see that this requirement is met, without exception. It is the responsibility of the school principal to organize the evacuation procedure in his building, and to instruct teachers, pupils, and other school employees in the carrying out of the evacuation procedure.</p> <p>It is the responsibility of the principal to instruct every staff member and school employee in the way to sound the school fire alarm. It is the responsibility of the school principal to make the necessary arrangements to insure that the Hudson Fire Department is notified as soon as any fire is discovered.</p> <p>It is a requirement of this School Committee that fire drills be held at various times during the school day, under various circumstances. Fire drills shall be held when pupils are in the auditorium, the lunch room, and the gymnasium. It shall be a regular practice to block some exits during fire drills.</p> <p>The Superintendent of Schools shall be notified as soon as</p>	<p>Support Services Section: EBLB</p> <p style="text-align: center;">FIRE DRILLS</p> <p>Two fire drills the first month, and one every other month are required by the Hudson School Committee. It is the responsibility of the school principal to see that this requirement is met, without exception. It is the responsibility of the school principal to organize the evacuation procedure in his building, and to instruct teachers, pupils, and other school employees in the carrying out of the evacuation procedure.</p> <p>It is the responsibility of the principal to instruct every staff member and school employee in the way to sound the school fire alarm. It is the responsibility of the school principal to make the necessary arrangements to insure that the Hudson Fire Department is notified as soon as any fire is discovered.</p> <p>It is a requirement of this School Committee that fire drills be held at various times during the school day, under various circumstances. Fire drills shall be held when pupils are in the auditorium, the lunch room, and the gymnasium. It shall be a regular practice to block some exits during fire drills.</p> <p>The Superintendent of Schools shall be notified as soon as possible</p>

	<p>possible of any fire in a school building.</p> <p>Adopted by the Hudson School Committee: September 23, 1980</p>	<p>of any fire in a school building.</p> <p>Adopted by the Hudson School Committee: September 23, 1980</p>
ECAA	<p>Support Services Section: ECAA</p> <p style="text-align: center;">USE OF CAMERAS FOR SAFETY AND SECURITY</p> <p>The purpose of security cameras in the Hudson Public Schools is to enhance security, and deter misconduct and crimes. Additionally, the security cameras may assist in the investigation of such misconduct or crimes, and any subsequent disciplinary, civil, or criminal actions. This policy pertains only to security cameras owned, operated and maintained by the Hudson Public Schools.</p> <p>While the Hudson Public Schools security camera policy is designed to enhance the safety of our school buildings and grounds, there is also recognition of an individual’s right to privacy in certain situations as defined by law. Therefore, the Hudson Public School’s security cameras will be placed only in areas that do not violate the reasonable expectation of privacy as defined by law. In schools or on school property where security cameras are being used, there will be posted signs to notify individuals that they are in an area of recording.</p> <p>There will be limited access to the security camera recordings. This access shall be limited to Authorized Persons only. In this policy, the term “Authorized Person” shall be defined as the Superintendent of Schools or his/her authorized designee(s), the School Principal, Assistant Principals, the District Director of Technology, the School Resource Officers or the Hudson Police Department.</p>	<p>Support Services Section: ECAA (Replaced by ECAF)</p> <p style="text-align: center;">USE OF CAMERAS FOR SAFETY AND SECURITY</p> <p>The purpose of security cameras in the Hudson Public Schools is to enhance security, and deter misconduct and crimes. Additionally, the security cameras may assist in the investigation of such misconduct or crimes, and any subsequent disciplinary, civil, or criminal actions. This policy pertains only to security cameras owned, operated and maintained by the Hudson Public Schools.</p> <p>While the Hudson Public Schools security camera policy is designed to enhance the safety of our school buildings and grounds, there is also recognition of an individual’s right to privacy in certain situations as defined by law. Therefore, the Hudson Public School’s security cameras will be placed only in areas that do not violate the reasonable expectation of privacy as defined by law. In schools or on school property where security cameras are being used, there will be posted signs to notify individuals that they are in an area of recording.</p> <p>There will be limited access to the security camera recordings. This access shall be limited to Authorized Persons only. In this policy, the term “Authorized Person” shall be defined as the Superintendent of Schools or his/her authorized designee(s), the School Principal, Assistant Principals, the District Director of Technology, the School Resource Officers or the Hudson Police Department.</p> <p>The Superintendent of Schools shall develop administrative guidelines to ensure that the aims of this policy are achieved.</p>

	<p>The Superintendent of Schools shall develop administrative guidelines to ensure that the aims of this policy are achieved.</p> <p>Adopted by the Hudson School Committee: April 26, 2011</p>	<p>Adopted by the Hudson School Committee: April 26, 2011</p>
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HUDSON PUBLIC SCHOOLS

POLICY MANUAL REVIEW
2022-2023

The Sub-Committee on Policy is conducting a review of the existing Policies under section G “Personnel.” The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language in **red**.

SECTION G – Personnel

Section	Existing Policy	Proposed Change or New Policy
GBA	<p data-bbox="258 440 1115 472">Personnel</p> <p data-bbox="835 440 1024 472">Section: GBA</p> <p data-bbox="258 513 863 545">EQUAL EMPLOYMENT OPPORTUNITY</p> <p data-bbox="258 586 1115 984">The Hudson School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.</p> <p data-bbox="258 1024 1115 1162">All administrators and supervisors are expected to fully support this program through shared participation in its implementation and in ensuring employment decisions that result in fair and equitable treatment of all applicants and employees.</p> <p data-bbox="258 1203 432 1235">Notifications</p> <p data-bbox="258 1243 1115 1382">A copy of this policy and its accompanying regulations will be distributed to all employees of the district. All application forms and advertisements for open positions will carry a notice that the Hudson Public Schools is an equal opportunity employer.</p> <p data-bbox="258 1422 716 1455">SOURCE: MASC September 2016</p>	<p data-bbox="1125 440 1999 472">Personnel</p> <p data-bbox="1703 440 1892 472">Section: GBA</p> <p data-bbox="1125 513 1734 545">EQUAL EMPLOYMENT OPPORTUNITY</p> <p data-bbox="1125 586 1999 935">The Hudson School Committee subscribes to the principle of the dignity of all people and of their labors. Any individual who is responsible for hiring and/or personnel supervision must understand that applicants are employed, assigned, and promoted without regard to their race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.</p> <p data-bbox="1125 967 1999 1073">Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.</p> <p data-bbox="1125 1105 1999 1211">*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.</p> <p data-bbox="1125 1235 1587 1268">SOURCE: MASC - Updated 2022</p> <p data-bbox="1125 1308 1545 1341">LEGAL REF.: M.G.L. 151B:4;</p> <p data-bbox="1335 1382 1556 1414">603 CMR 26:00</p>

	<p>LEGAL REF.: M.G.L. 151B:4; BESE Regulations 603 CMR 26:00 CROSS REF.: AC, Nondiscrimination</p>	<p>Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117</p> <p>CROSS REF.: AC, Nondiscrimination</p> <p>NOTE: Although it is not usually necessary to have a policy that simply restates existing law, in this case it is important to reaffirm the School Committee's commitment to equal opportunity and to remind the hiring authorities in the District that many considerations other than District educational goals are factors to be considered.</p>
GCF	<p>Personnel Section: GCF</p> <p>PROFESSIONAL STAFF HIRING</p> <p>Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.</p> <p>It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.</p> <p>It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification</p>	<p>Personnel Section: GCF</p> <p>PROFESSIONAL STAFF HIRING</p> <p>Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions.</p> <p>It is the responsibility of the Superintendent, and of persons to whom they delegate this responsibility, to determine the personnel needs of the school district and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.</p> <p>It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all licensure requirements and the requirements of the Committee for the type of position in which they will serve.</p>

requirements and the requirements of the Committee for the type of position for which **the nomination is made**.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

SOURCE: MASC September 2016

UPDATED: June 2012

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#)
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to **race***, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law..
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making their recommendation to the School Committee.

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

SOURCE: MASC - Updated **2022**

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#)

<p>BESE Regulations 603 CMR 7:00, 26:00, and 44:00 NOTE: School Committees may determine the size and composition of the screening committee.</p>	<p>603 CMR 7:00, 26:00, and 44:00 Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117 NOTE: School Committees may determine the size and composition of the screening committee.</p>
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The Sub-Committee on Policy is conducting a review of the existing Policies under section I “Instructional Program.” The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language in **red**.

SECTION I – Instructional Program

Section	Existing Policy	Proposed Change or New Policy
IBA	<p>Instructional Program Section: IBA</p> <p>CONTROVERSIAL MATTERS IN CLASSROOMS</p> <p>Free and open discussions that present all aspects of issues which concern man are hallmarks of education in a democracy. Whether such issues are controversial is not the matter for dispute; it is whether the discussions are presented fairly that determines their justification in the classroom.</p> <p>Students and teachers have the right to speak out on controversial matters without fear of reprisal.</p> <p>It is not the policy of this Committee to regard obscene language or actions as controversial matters open to discussion. They are regarded as causes for disciplinary action, and may lead to removal.</p>	<p>Instructional Program Section: IBA</p> <p>CONTROVERSIAL MATTERS IN CLASSROOMS</p> <p>Free and open discussions that present all aspects of issues which concern man are hallmarks of education in a democracy. Whether such issues are controversial is not the matter for dispute; it is whether the discussions are presented fairly that determines their justification in the classroom.</p> <p>Students and teachers have the right to speak out on controversial matters without fear of reprisal.</p> <p>It is not the policy of this Committee to regard obscene language or actions as controversial matters open to discussion. They are regarded as causes for disciplinary action, and may lead to removal.</p>
IMAA	<p>Instructional Program Section: IMAA</p> <p>POLICY ON PLANBOOKS</p> <p>In order to establish a systematic approach to classroom instruction, classroom and specialized area teachers shall prepare in advance an outline of their plans utilizing either a "planbook" supplied by the system or an approved alternative. The "plans" shall be prepared, absent unusual circumstances, one week or</p>	<p>Instructional Program Section: IMAA</p> <p>POLICY ON PLANBOOKS</p> <p>In order to establish a systematic approach to classroom instruction, classroom and specialized area teachers shall prepare in advance an outline of their plans utilizing either a "planbook" supplied by the system or an approved alternative. The "plans" shall be prepared, absent unusual circumstances, one week or</p>

	<p>cycle in advance. The planbook shall be made available to appropriate administrative personnel and/or department heads for review and comment. Individuals reviewing a "planbook" shall date and sign the pages/sheets reviewed. Comments or suggestions for improvement shall be made in writing by the reviewer.</p> <p>Although planbooks may be collected at the close of school, the planbooks are the property of the teacher and shall be returned after review. Teachers will be notified in advance, if any material from the planbook is to be copied or used in an evaluation process.</p> <p>Approved on: 01/13/1981</p>	<p>cycle in advance. The planbook shall be made available to appropriate administrative personnel and/or department heads for review and comment. Individuals reviewing a "planbook" shall date and sign the pages/sheets reviewed. Comments or suggestions for improvement shall be made in writing by the reviewer.</p> <p>Although planbooks may be collected at the close of school, the planbooks are the property of the teacher and shall be returned after review. Teachers will be notified in advance, if any material from the planbook is to be copied or used in an evaluation process.</p>
IMDB	<p>Instructional Program Section: IMDB</p> <p style="text-align: center;">POLICY ON FLAG SALUTE</p> <p>The "Pledge of Allegiance to the Flag" shall be recited at the commencement of schools in all grades each day. All teachers and pupils shall have the opportunity to participate in the recitation.</p> <p>Approved on: 01/13/1981</p>	<p>Instructional Program Section: IMDB</p> <p style="text-align: center;">POLICY ON FLAG SALUTE</p> <p>The "Pledge of Allegiance to the Flag" shall be recited at the commencement of schools in all grades each day. All teachers and pupils shall have the opportunity to participate in the recitation.</p>
IMDC	<p>Instructional Program Section: IMDC</p> <p style="text-align: center;">POLICY ON CELEBRATION OF HOLIDAYS</p> <p>The following shall apply to the recognition of Holidays in the Hudson Public Schools:</p> <ol style="list-style-type: none"> 1. Keep decorations and displays simple. Feature artwork done by the children. 	<p>Instructional Program Section: IMDC</p> <p style="text-align: center;">POLICY ON CELEBRATION OF HOLIDAYS</p> <p>The following shall apply to the recognition of Holidays in the Hudson Public Schools:</p> <ol style="list-style-type: none"> 1. Keep decorations and displays simple. Feature artwork done by the children.

<ol style="list-style-type: none"> 2. Holiday greens may not be used for decorations, except for whole evergreen trees. If trees are used, they must be set in water or wet sand. No electrical decorations may be used in school buildings. 3. The historical significance of all religious holidays are valid topics for discussion when they arise in literature, social studies, art, or music classes. However, the religious significance should be left to the church and home. 4. No change should be made in the music ordinarily taught and sung in the classrooms. Carols are the traditional songs of the season, and they can be sung as usual. Music is taught as music, not as religion. 5. No change should be made in art lessons and activities other than those mentioned above. The masterpieces of the world's great artists are taught as art, not as religion. 6. Gifts may not be exchanged among pupils in the classrooms as a part of a school program. 7. Children and parents should be discouraged from bringing gifts to their teachers and from taking up collections for gifts. 8. Auditorium programs or assemblies held during this holiday period are to be secular and not religious in nature. <p>All decorations, displays, etc., must be removed by the teacher during the week following any holiday or celebration.</p> <p>Approved on: 12/14/2004</p>	<ol style="list-style-type: none"> 2. Holiday greens may not be used for decorations, except for whole evergreen trees. If trees are used, they must be set in water or wet sand. No electrical decorations may be used in school buildings. 3. The historical significance of all religious holidays are valid topics for discussion when they arise in literature, social studies, art, or music classes. However, the religious significance should be left to the church and home. 4. No change should be made in the music ordinarily taught and sung in the classrooms. Carols are the traditional songs of the season, and they can be sung as usual. Music is taught as music, not as religion. 5. No change should be made in art lessons and activities other than those mentioned above. The masterpieces of the world's great artists are taught as art, not as religion. 6. Gifts may not be exchanged among pupils in the classrooms as a part of a school program. 7. Children and parents should be discouraged from bringing gifts to their teachers and from taking up collections for gifts. 8. Auditorium programs or assemblies held during this holiday period are to be secular and not religious in nature. <p>All decorations, displays, etc., must be removed by the teacher during the week following any holiday or celebration.</p>
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The Sub-Committee on Policy is conducting a review of the existing Policies under section J “Students.” The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language in **red**.

SECTION J – Students

Section	Existing Policy	Proposed Change or New Policy
JB	<p style="text-align: center;">Students</p> <p style="text-align: center;">Section: JB</p> <p style="text-align: center;">EQUAL EDUCATIONAL OPPORTUNITIES</p> <p>In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy related condition.</p> <p>To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.</p> <p>This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.</p> <p>All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be</p>	<p style="text-align: center;">Students</p> <p style="text-align: center;">Section: JB</p> <p style="text-align: center;">EQUAL EDUCATIONAL OPPORTUNITIES</p> <p>In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.</p> <p>To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.</p> <p>This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.</p>

<p>followed.</p> <p>SOURCE: MASC February 2019</p> <p>LEGAL REFS.: Title VI, Civil Rights Act of 1964 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375 Title IX, Education Amendments of 1972 M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971) BESE regulations 603 CMR 26:00 BESE regulations 603 CMR 28.00 The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015 CROSS REF.: AC, Nondiscrimination NOTE: The cross reference is to a related statement in this manual.</p>	<p>All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.</p> <p>*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.</p> <p>SOURCE: MASC - Updated 2021</p> <p>LEGAL REFS.: Title VI, Civil Rights Act of 1964</p> <p>Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972</p> <p>Executive Order 11246, as amended by E.O. 11375</p> <p>Title IX, Education Amendments of 1972</p> <p>M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)</p> <p>603 CMR 26:00</p> <p>603 CMR 28.00</p> <p>The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015</p> <p>Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117</p> <p>CROSS REF.: AC, Nondiscrimination</p>
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<p>JFBB</p>	<p>Students</p> <p style="text-align: right;">Section: JFBB</p> <p>SCHOOL CHOICE</p> <p>It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:</p> <ol style="list-style-type: none"> 1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students. 2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision. 3. That resident students be given priority placement in any classes or programs within the District. 4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings. 5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program. 6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis 	<p>Students</p> <p style="text-align: right;">Section: JFBB</p> <p>SCHOOL CHOICE</p> <p>It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:</p> <ol style="list-style-type: none"> 1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students. 2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision. 3. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings. 4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school 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, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, athletic
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	<p>of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.</p> <p>SOURCE: MASC March 2018</p> <p>LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B</p> <p>BESE Regulations 603 CMR 26:00</p>	<p>performance, academic performance, or proficiency in the English language.</p> <p>*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.</p> <p>SOURCE: MASC - Updated 2022</p> <p>LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B</p> <p>603 CMR 26:00</p> <p>Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117</p>
JIB		<p>JIB - STUDENT INVOLVEMENT IN DECISION-MAKING</p> <p>As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.</p> <p>The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.</p> <p>Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.</p> <p><u>Student Advisory Committee</u></p>

		<p>As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.</p> <p>SOURCE: MASC - Reviewed 2021</p> <p>LEGAL REF.: M.G.L. 71:38M</p> <p>CROSS REF.: BDE, Advisory Committees to the School Committee</p>
JIBAA	<p>Students Section: JIBAA</p> <p style="text-align: center;">HIGH SCHOOL STUDENT GOVERNANCE</p> <p>The Hudson School Committee (“Committee”) affirms the importance of giving all Hudson High School students the opportunity to have a voice, discuss, and be engaged in issues and policies at the high school. To that end, the Committee affirms the creation of student clusters or teams for students to engage in this participatory process and bring their ideas to the Hudson High School Community Council (“Community Council” for consensus. Details regarding the Community Council are outlined in its constitution. The Community Council is not the School Council pursuant to Massachusetts General Laws. C. 71, § 59C. The Community Council will have the opportunity to consider and provide recommendations to the High School Principal, Superintendent, and Committee on policies and rules contained in the Hudson High School Student Handbook and other matters</p>	<p>Students Section: JIBAA</p> <p>(Replaced by JIB)</p> <p style="text-align: center;">HIGH SCHOOL STUDENT GOVERNANCE</p> <p>The Hudson School Committee (“Committee”) affirms the importance of giving all Hudson High School students the opportunity to have a voice, discuss, and be engaged in issues and policies at the high school. To that end, the Committee affirms the creation of student clusters or teams for students to engage in this participatory process and bring their ideas to the Hudson High School Community Council (“Community Council” for consensus. Details regarding the Community Council are outlined in its constitution. The Community Council is not the School Council pursuant to Massachusetts General Laws. C. 71, § 59C. The Community Council will have the opportunity to consider and provide recommendations to the High School Principal,</p>

	<p>pertaining to the climate and curriculum of the high school except where contraindicated by state and federal law and/or Committee police (e.g. personnel and collective bargaining issues.) The Principal, Superintendent, and/or Committee may veto any action or recommendation of the Council.</p>	<p>Superintendent, and Committee on policies and rules contained in the Hudson High School Student Handbook and other matters pertaining to the climate and curriculum of the high school except where contraindicated by state and federal law and/or Committee police (e.g. personnel and collective bargaining issues.) The Principal, Superintendent, and/or Committee may veto any action or recommendation of the Council.</p>
JIBB	<p>Students Section: JIBB</p> <p style="text-align: center;">STUDENT SCHOOL COMMITTEE MEMBER</p> <p>One student from Hudson High School will be selected to serve as a non-voting, ex-officio member of the School Committee. The student will have the right to attend all regular School Committee meetings with the exception of executive sessions.</p> <p>Added on: 5/10/1994</p>	<p>Students Section: JIBB</p> <p style="text-align: center;">STUDENT SCHOOL COMMITTEE MEMBER</p> <p>One student from Hudson High School will be selected to serve as a non-voting, ex-officio member of the School Committee. The student will have the right to attend all regular School Committee meetings with the exception of executive sessions.</p>
JIC	<p>Students Section: JIC</p> <p style="text-align: center;">STUDENT DISCIPLINE</p> <p>The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.</p> <p>Each Principal or designee (hereinafter “Principal”) shall include a non-exhaustive list of prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.</p>	<p>Students Section: JIC</p> <p style="text-align: center;">STUDENT DISCIPLINE</p> <p>The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.</p> <p>Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.</p>

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

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

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

M.G.L. ch. 71, Sections 37H and 37H1/2

M.G.L. ch. 71, Section 37H authorizes a principal to suspend or expel a student for the following offenses that occur on school premises or at school-sponsored or school-related events:

- **possession of a dangerous weapon including, but not limited to, a gun or knife.**
- **possession of a controlled substance (including marijuana, cocaine, heroin)**
- **assault on educational staff, including threats, as defined in relevant statutes.**

Any student who has been expelled under Section 37H has the right to appeal the principal's decision to the Superintendent of Schools.

M.G.L. ch. 71, Section 37H1/2 authorizes a principal to suspend a student upon issuance of a felony criminal complaint if the principal determines that the student's continued presence in school would have "a substantial detrimental effect on the general welfare of the school." If a student is convicted of a felony or makes an admission in court of guilt with respect to a felony, the principal may expel the student upon determining that the student's continued presence in the school would have "a substantial detrimental effect

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

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

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

Suspension

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

Notice of Suspension:

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

on the general welfare of the school."Any student suspended and/or expelled under Section 37H1/2 has the right to appeal the principal's decision to the Superintendent of Schools.

A decision of the Superintendent made pursuant to Section 37H or Section 37H1/2 shall be the final decision of the school district. In the event the student wishes to challenge such decision, the student must bring the matter before the appropriate court or administrative agency.

Suspension

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

Notice of Suspension:

In accordance with applicable Massachusetts law, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

Principal must be able to document reasonable efforts to include the parent/guardian.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

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

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

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

<p><u>Emergency Removal</u></p> <p>A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.</p> <p>The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.</p> <p>A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.</p> <p><u>In School Suspension</u> - not more than 10 days consecutively or cumulatively</p>	<p>The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.</p> <p>The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.</p> <p><u>Principal's Hearing - Short Term Suspension of up to 10 days</u></p> <p>The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.</p> <p>At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.</p> <p>The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.</p> <p>The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.</p> <p>The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.</p> <p>The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as</p>
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<p>The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.</p> <p>The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.</p> <p><u>Principal's Hearing - Short Term Suspension of up to 10 days</u></p> <p>The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.</p> <p>At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.</p> <p>The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.</p> <p>The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.</p> <p>The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.</p>	<p>needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.</p> <p>If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.</p> <p><u>Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)</u></p> <p>The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.</p> <p>At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.</p>
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<p>The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.</p> <p>If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.</p> <p><u>Principal's Hearing - Long Term Suspension of more than 10 days but no more than 90 days (consecutive or cumulative)</u></p> <p>The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.</p> <p>At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio</p>	<p>The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.</p> <p>The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.</p> <p>If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until</p>
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<p>recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.</p> <p>The Principal shall provide the student and parent/guardian, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.</p> <p>The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.</p> <p>If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing</p>	<p>the Superintendent decides to reverse the Principal's determination on appeal.</p> <p>If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.</p> <p><u>Superintendent's Hearing</u></p> <p>A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.</p> <p>The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.</p> <p>The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.</p> <p>The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.</p> <p>The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian</p>
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the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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

Superintendent's Hearing

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

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

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

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made

upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

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

Expulsion

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

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

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian

efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

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

Expulsion

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

of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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

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

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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

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

Academic Progress

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

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Reporting

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

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

SOURCE: MASC - **Updated 2022**

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#)

603 CMR [53.00](#)

Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School

REFS.: Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 - <https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf>

Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's (IDEA's) Discipline Provisions. - <https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf>

communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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

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

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); 603 CMR [53.00](#)

NOTE: The DESE regulations on student discipline and this policy, consistent with Massachusetts law, set forth the minimum procedural requirements applicable to the suspension of a student

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

	<p>for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the above referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Such removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.</p>	
JJ		<p>JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES</p> <p>The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.</p> <p>The following will serve as guides in the organization of student activities:</p> <p>1. The goal for each student will be a balanced program of</p>

		<p>appropriate academic studies and activities to be determined by the school, the parents/guardians, and the student. This should be a shared responsibility.</p> <p>2. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.</p> <p>3. All activities will be supervised; all clubs and groups will have a faculty advisor.</p> <p>SOURCE: MASC - Updated 2021</p> <p>LEGAL REF.: M.G.L. <u>71:47</u></p> <p>603 CMR <u>26.00</u></p> <p>NOTE: This category is useful for a general policy on student activities and for establishing definitions.</p>
JJA		<p>JJA - STUDENT ORGANIZATIONS</p> <p><u>Student Organizations</u></p> <p>Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.</p> <p>Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the</p>

assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

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

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

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

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

Student Organizations - High Schools

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

		<p>request to the appropriate District administrator for review of the Principal's decision.</p> <p>SOURCE: MASC - Reviewed 2021</p> <p>CROSS REF: <u>JICF</u>, Gang Activities/Secret Societies</p> <p>LEGAL REF.: 603 CMR <u>26.00</u></p>
JJAB	<p>Students Section: JJAB</p> <p style="text-align: center;">POSTERS ANNOUNCING MEETINGS OR EVENTS SPONSORED BY STUDENT GROUPS</p> <p>Posters announcing meetings or events sponsored by student groups may be placed only in areas designated by the school administration. Prior to displaying any poster, the student group must have it initialed by an administrator indicating that it complies with this policy. The purpose of the posters is to identify the sponsoring student group and the dates, times and places of its meeting or events and, therefore, may not contain other material including website information. Posters must be appropriate for school-aged children and may not promote anything illegal or immoral, be pervasively indecent or vulgar, create a disruption in the school environment, or violate in any way the policies of the Hudson School Committee, including its policy prohibiting discrimination on the basis of race, gender, gender identity, ethnicity, sexual orientation, color, marital or parental status, religious orientation, national ancestry or origin.</p>	<p>Students Section: JJAB</p> <p style="text-align: center;">POSTERS ANNOUNCING MEETINGS OR EVENTS SPONSORED BY STUDENT GROUPS</p> <p>Posters announcing meetings or events sponsored by student groups may be placed only in areas designated by the school administration. Prior to displaying any poster, the student group must have it initialed by an administrator indicating that it complies with this policy. The purpose of the posters is to identify the sponsoring student group and the dates, times and places of its meeting or events and, therefore, may not contain other material including website information. Posters must be appropriate for school-aged children and may not promote anything illegal or immoral, be pervasively indecent or vulgar, create a disruption in the school environment, or violate in any way the policies of the Hudson School Committee, including its policy prohibiting discrimination on the basis of race, gender, gender identity, ethnicity, sexual orientation, color, marital or parental status, religious orientation, national ancestry or origin.</p>
JJJA	<p>Students Section: JJJA</p> <p style="text-align: center;">EXTRACURRICULAR ACTIVITIES AT HUDSON HIGH SCHOOL</p>	<p>Students Section: JJJA</p> <p>(Replaced by JJ)</p> <p style="text-align: center;">EXTRACURRICULAR ACTIVITIES AT HUDSON HIGH SCHOOL</p>

1. At Hudson High School, extracurricular activities fall generally into five categories:

- a. Those on-campus social events open both to Hudson High School students and others.
- b. Those basically educational events, such as trips to national and local centers of interest, business concerns, films, etc.
- c. Those trips which are both educational and social in nature, such as athletic events, theatrical performances, lectures, etc.
- d. Those off-campus social events open to Hudson High School students and their guests, such as proms and banquets.
- e. Those events which are primarily money-makers, such as car washes, candy sales, etc.

2. Permission for these activities may be granted by the Superintendent or the principal of the high school.

3. The following administrative policies will be observed before permission is requested.

- a. A determination must be made as to the educational and/or social values of the event compared to the effort necessary.
- b. If all or part of the event is to occur during school time, yet away from the school, permission must be granted by a parent or guardian for the student to participate.
- c. Staff supervision must be available.
- d. Since there are special activities in which participation by the student is voluntary, special rules, such as type of dress, may be established.
- e. Since the type of supervision that staff members are assuming is unique during these events, they must be given freedom to act in response to the specific situation in matters of admission to the event and freedom of movement and conduct during the event.

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	<p>f. Students who reject the supervision must face the possibility of disciplinary action upon receipt of a report by the supervisor and a hearing.</p>	<p>the event. f. Students who reject the supervision must face the possibility of disciplinary action upon receipt of a report by the supervisor and a hearing.</p>
JLIA	<p>Students</p> <p style="text-align: right;">Section: JLIA</p> <p style="text-align: center;">SUPERVISION OF PUPILS DURING THE SCHOOL DAY AND AT SCHOOL SPONSORED ACTIVITIES</p> <p>Pupils shall be supervised by school personnel on school grounds at all times during the school day.</p> <p>If an emergency arises which causes the teacher to be away from his class for a short period of time, he shall notify the appropriate administrator as soon as possible, as well as the nearest classroom teacher.</p> <p>Supervision by members of the school staff shall be scheduled by the school principal at all regularly scheduled school social and athletic events.</p> <p>Added on: 01/13/1981</p>	<p>Students</p> <p style="text-align: right;">Section: JLIA</p> <p style="text-align: center;">SUPERVISION OF PUPILS DURING THE SCHOOL DAY AND AT SCHOOL SPONSORED ACTIVITIES</p> <p>Pupils shall be supervised by school personnel on school grounds at all times during the school day.</p> <p>If an emergency arises which causes the teacher to be away from his class for a short period of time, he shall notify the appropriate administrator as soon as possible, as well as the nearest classroom teacher.</p> <p>Supervision by members of the school staff shall be scheduled by the school principal at all regularly scheduled school social and athletic events.</p>
JM	<p>Students</p> <p style="text-align: right;">Section: JM</p> <p style="text-align: center;">HIGH SCHOOL GRADUATION AWARDS</p> <p>Gifts of scholarships, prizes, and awards to be included in the Hudson High School graduation ceremony must be approved by the Hudson School Committee upon the inception of said award.</p> <p>The rules and conditions which govern the scholarships, prizes or awards</p>	<p>Students</p> <p style="text-align: right;">Section: JM</p> <p style="text-align: center;">HIGH SCHOOL GRADUATION AWARDS</p> <p>Gifts of scholarships, prizes, and awards to be included in the Hudson High School graduation ceremony must be approved by the Hudson School Committee upon the inception of said award.</p> <p>The rules and conditions which govern the scholarships, prizes or awards</p>

	<p>must be outlined for the approval of the Hudson School Committee, if the donor plans a plan of selection other than that used by the High School Scholarship Committee</p> <p>Added on: 09/14/2004</p>	<p>must be outlined for the approval of the Hudson School Committee, if the donor plans a plan of selection other than that used by the High School Scholarship Committee</p>
<p>JRA-R</p>	<p>Students</p> <p>Section: JRA-R</p> <p>STUDENT RECORDS</p> <p>603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.</p> <p>Application of Rights</p> <p>603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.</p> <p>(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.</p>	<p>Students</p> <p>Section: JRA-R</p> <p>STUDENT RECORDS</p> <p>603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.</p> <p>Application of Rights</p> <p>603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.</p> <p>(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.</p>

<p>(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.</p> <p>(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.</p> <p>(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.</p> <p>Definition of Terms</p> <p>The various terms as used in 603 CMR 23.00 are defined below:</p> <p>Access: shall mean inspection or copying of a student record, in whole or in part. Authorized school personnel: shall consist of three groups:</p> <p>(1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School</p> <p>Committee shall have access only to the student record information that is required for them to perform their duties.</p> <p>(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces</p>	<p>(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.</p> <p>(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.</p> <p>(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.</p> <p>Definition of Terms</p> <p>The various terms as used in 603 CMR 23.00 are defined below:</p> <p>Access: shall mean inspection or copying of a student record, in whole or in part. Authorized school personnel: shall consist of three groups:</p> <p>(1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School</p> <p>Committee shall have access only to the student record information that is required for them to perform their duties.</p> <p>(2) Administrative office staff and clerical personnel, including</p>
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<p>microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.</p> <p>(3) The evaluation team which evaluates a student.</p> <p>Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.</p> <p>Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.</p> <p>Parent: shall mean a student’s father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.</p> <p>Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record. School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.</p> <p>School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.</p> <p>Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school</p>	<p>operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.</p> <p>(3) The evaluation team which evaluates a student.</p> <p>Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.</p> <p>Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.</p> <p>Parent: shall mean a student’s father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.</p> <p>Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record. School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.</p> <p>School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.</p> <p>Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about</p>
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<p>committee maintains information relative only to the person's employment by the School Committee.</p> <p>The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.</p> <p>The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.</p> <p>Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.</p> <p>Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:</p> <p>(a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;</p> <p>(b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student</p>	<p>whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.</p> <p>The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.</p> <p>The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.</p> <p>Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.</p> <p>Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:</p> <p>(a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;</p>
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<p>record; and</p> <p>(c) school nurses who inspect the student health record.</p> <p>Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.</p> <p>(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.</p> <p>(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.</p> <p>(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.</p> <p>(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.</p> <p>Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.</p> <p>Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to</p>	<p>(b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and</p> <p>(c) school nurses who inspect the student health record.</p> <p>Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.</p> <p>(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.</p> <p>(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.</p> <p>(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.</p> <p>(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.</p> <p>Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.</p>
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information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection

<p>authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.</p> <p>(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.</p> <p>(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.</p> <p>(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.</p> <p>(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.</p> <p>Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.</p> <p>(a) A non-custodial parent is eligible to obtain access to the student record unless:</p>	<p>with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.</p> <p>(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.</p> <p>(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.</p> <p>(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.</p> <p>(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.</p> <p>Access Procedures for Non-Custodial Parents. As required by M.G.L. c.</p>
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<p>1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or</p> <p>2. the parent has been denied visitation, or</p> <p>3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or</p> <p>4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.</p> <p>(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).</p> <p>(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.</p> <p>(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).</p> <p>(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.</p> <p>(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record</p>	<p>71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.</p> <p>(a) A non-custodial parent is eligible to obtain access to the student record unless:</p> <p>1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or</p> <p>2. the parent has been denied visitation, or</p> <p>3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or</p> <p>4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.</p> <p>(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).</p> <p>(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.</p> <p>(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).</p> <p>(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial</p>
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<p>to the non-custodial parent.</p> <p>At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:</p> <p>(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.</p> <p>(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.</p> <p>In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.</p> <p>SOURCE: MASC LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended P.L. 103-382, 1994 M.G.L. 66:10 71:34A, B, D, E, H Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002 603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12 Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995 CROSS REF: KDB, Public’s Right to Know</p> <p>Added on: 03/25/2014</p>	<p>parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.</p> <p>(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.</p> <p>At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:</p> <p>(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.</p> <p>(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.</p> <p>In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.</p> <p>SOURCE: MASC LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended P.L. 103-382, 1994 M.G.L. 66:10 71:34A, B, D, E, H Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002 603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12 Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995 CROSS REF: KDB, Public’s Right to Know</p>
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JRA	<p>Students Section: JRA</p> <p style="text-align: center;">STUDENT RECORDS</p> <p>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.</p> <p>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.</p> <p>The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out any personal information, except to the extent that such information is “directory information” and is not the subject of written objection by a parent/eligible student under the process set forth in the school’s handbook.</p> <p>LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended</p>	<p>Students Section: JRA</p> <p style="text-align: center;">STUDENT RECORDS</p> <p>In order to provide students with appropriate instruction and educational services, it is necessary for the school district 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.</p> <p>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. The temporary record of each student 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 their parent/guardian 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 their graduation, transfer, or withdrawal from the school district.</p> <p>The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.</p> <p>LEGAL REFS: Family Educational Rights and Privacy Act of 1974,</p> <p style="text-align: center;">P.L. 93-380, Amended</p> <p style="text-align: center;">P.L. 103-382, 1994</p> <p style="text-align: center;">M.G.L. 66:10 71:34A, B, D, E, H</p>

	<p>P.L. 103-382, 1994</p> <p>M.G.L. 66:10 71:34A, B, D, E, H</p> <p>Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.</p> <p>603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12 also</p> <p>Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995</p> <p>SOURCE: MASC</p> <p>CROSS REF: KDB, Public's Right to Know</p>	<p>603 CMR 23.00</p> <p>SOURCE: MASC - Reviewed 2021</p> <p>CROSS REF: KDB, Public's Right to Know</p>
<p>JRD</p>	<p>Students Section: JRD</p> <p>STUDENT PHOTOGRAPHS</p> <p>The opportunity to have photographs taken shall be made available annually to all students in the Hudson Public Schools, on a date selected by each building principal, and approved by the Superintendent of Schools.</p> <p>The cost of the photographs charged to each student shall be the actual cost to the school as indicated by the photography firm. No profit shall be made by the school system or individual school on the sale of student photographs. The School Committee shall be notified of the firm selected. If the firm offering the lowest price is not selected, the School Committee shall receive an explanation for the choice of another firm.</p> <p>A minimum of three firms shall be invited annually to submit cost proposals for providing student photographs. The proposals submitted by each firm shall be reviewed at a Superintendent's</p>	<p>Students Section: JRD</p> <p>STUDENT PHOTOGRAPHS</p> <p>Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.</p> <p>Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents/guardians on a voluntary basis. The building Principal or their designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.</p> <p>Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.</p>

<p>Advisory Team meeting, and a selection made by consensus. The firm selected shall provide an opportunity for student photographs for all Hudson Public Schools.</p> <p>No employee of the Hudson Public Schools shall receive any fee or remuneration from the photography firm as a consequence of taking student photographs.</p> <p>Added on: 01/13/1981</p>	<p>The purpose of the policy is to:</p> <ul style="list-style-type: none">• Enhance the safety of students through visual identification in an emergency situation.• Facilitate the social, educational, and administrative activities conducted in the school.• Provide a service to parents/guardians and students.• Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal. <p>LEGAL REF.: M.G.L. 30B:1(b)(31)</p> <p>SOURCE: MASC - Updated 2021</p>
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HUDSON PUBLIC SCHOOLS

POLICY MANUAL REVIEW
2022-2023

The Sub-Committee on Policy is conducting a review of the existing Policies under section K “Community Relations.” The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language in **red**.

SECTION K – Community Relations

Section	Existing Policy	Proposed Change or New Policy
KCD	<p>Community Relations Section: KCD</p> <p>PUBLIC GIFTS TO THE SCHOOLS</p> <p>The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools. Gifts that would involve changes in school plants or sites will be subject to School Committee approval. Gifts will automatically become the property of the school district. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the School Committee, handled as a separate account and expended at the discretion of the Committee, as provided by law. The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.</p> <p>SOURCE: MASC 10/16 LEGAL REF.: M.G.L. 71:37A</p> <p>Added: 06/12/2018</p>	<p>Community Relations Section: KCD</p> <p>PUBLIC GIFTS TO THE SCHOOLS</p> <p>In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure or use. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.</p> <p>Gifts will automatically become the property of the school district. Any gift of cash, regardless of donor intent, will be accepted by vote of the School Committee kept separate from the general fund, and expended at the discretion of the Committee, as provided by law.</p> <p>The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.</p> <p>SOURCE: MASC - Updated 2022 LEGAL REFS.: M.G.L. 44:53A, 71:37A CROSS REFS.: DD, Grants, Proposals, and Special Projects GBEBD, Online Fundraising and Solicitation-- Crowdfunding</p>

MAY 12, 2023

HUDSON

PUBLIC SCHOOLS

Delivering world-class education today
for the global leaders of tomorrow

REMOTE WORK PROTOCOL

MARCO C. RODRIGUES, ED.D.

REMOTE WORK PROTOCOL

INTRODUCTION

The closing of the Hudson Public Schools during the pandemic in 2020 forced the District to develop mechanisms and protocols for twelve-month personnel to work remotely. The remote operations evolved during several months and, through our internal processes and protocols, we were able to fulfill District needs with all employees working remotely.

Remote work proved to have many advantages for both, the District and employees. As such, the District is proposing to create a Remote Work Protocol for eligible employees. This protocol would be deployed as a pilot for the 2023-2024 school year. The pilot will provide additional information for the administration and the School Committee to establish a remote work policy in the future.

ADVANTAGES OF REMOTE WORK ARRANGEMENTS

1. Provides better work and life balance for employees
2. Improves mental health
3. Increased employee morale
4. Maintains work productivity for the District
5. Promotes competitive advantage over other local districts
6. Retains employees/less attrition
7. Reduces use of facilities utilities

REMOTE WORK PROCESS

1. The Superintendent and the Director of Human Resources will review all positions in the District to determine which positions would be eligible for a remote work schedule.
2. Once the positions are identified, the Human Resources Department will work with the Supervisors of such positions to determine a work schedule that affords the appropriate coverage.
3. The Superintendent, Assistant Superintendent, or Human Resources Director must approve all remote work requests. Remote work will be limited when schools are in session. Consecutive remote workdays will be allowed during non-school days and summer months.

REMOTE WORK STAFF ELIGIBILITY

See attachment.

REMOTE WORK STANDARDS OF PRACTICE

There may be times during the year when certain District employees may need or opt to work remotely. For those occasions, the employee authorized to work remotely, upon obtaining prior approval from their direct supervisor and *one* of the following individuals: Superintendent, Assistant Superintendent, or Director of Human Resources.

The direct supervisor will work on a proposed work agenda prior to approval being granted. The supervisor may also request documentation of work completed. **Days worked remotely shall be scheduled with due regard to the operation of the District.**

For employees eligible to work remotely,

1. They are physically able to work, however, are not well enough to come to work, or concerned about spreading illness.
2. They have an appointment (Dr.'s, auto, delivery, etc.) that breaks up the workday. (Employees will still need to allocate dedicated time off requests in Frontline for the appointment)
3. If childcare is not available for that day (weather, sickness in daycare, closed) and the remote work conditions does not interfere the work scheduled for the day.
4. If the District is closed due to inclement weather. This is applicable if the position is capable of operating productively remotely.
5. During non-school days, when applicable.
6. Periodically, during summers months.

All remote work requests must be approved by the direct supervisor, and must not negatively affect the day-to-day operations of the District.

REMOTE WORK CONDITIONS

1. Employees must confirm with their direct supervisor that they have internet access to perform all duties remotely.
2. Employee must confirm with their direct supervisor that they have and know how to access the District database system via VPN.
3. Employee is responsible for securing their laptop, charger, and any additional work needed to perform remotely.

4. Employee will maintain clear communication with their direct supervisor and any other stakeholder engaged in the remote work.
5. District to provide access to Digital Signature Technology.
6. District Supervisor will develop and maintain effective communication with the employee working remotely and will uphold expectations related to the work and productivity at hand.
7. Some employees may not be able to work remotely due to the nature of their role, work to be accomplished, or the need for physical presence at the District.
8. Depending on the circumstances, an employee may choose not to work remotely. In such instance, the employee may use a personal or vacation day.

REMOTE WORK AT OTHER TOWNS AND DISTRICTS

- Northborough & Southborough Public Schools – Remote work options
- Northampton Public Schools – Remote work options
- Ipswich Public Schools – Remote work: school vacations and summer
- Rockport Public Schools – Remote work: school vacations and summer
- Braintree Public Schools – Remote work when need arises
- Town of Barnstable – Remote work options
- Town of Needham – Remote work options

Name	Title	Loc	School In Session	School Not in Session
Brown, Alisha M	Accounting Specialist	ADM	X	X
Doble, Anne M	Assistant Principal	FAR		X
Beach, Lara Lyn	Assistant Principal	FOR		X
Goldberg, Adam N	Assistant Principal	HHS		X
McAnespie, Daniel R	Assistant Principal	HHS		X
Gaffny, Matthew B	Assistant Principal	QMS		X
Provost, Kathleen Ann	Assistant Superintendent	ADM	X	X
O'Connell, Tanya M	Asst Dir Student Services	ADM	X	X
Colbert, Jared W	Cable Access Producer	HHS	X	X
Mikula, Sara J	Cable Access Producer	HHS	X	X
Ciesluk, Cameron Guerard	Cable Access Specialist	HHS	X	X
O'Malley, Allyson L	Coord Health Services	HHS		X
Budny, Alise D	Coord SPED/EVAL Elem	ADM	X	X
Nims, Lisa A	Coord SPED/EVAL Secondary	ADM	X	X
Ramalho, Robert J	Copy Center Coordinator	HHS	NOT ELIGIBLE	NOT ELIGIBLE
Wallingford, Todd	Curr Dir ELA & Soc St.	ADM	X	X
Pimentel Graca Faria, Ana Filipa	Curr Dir World Lang	HHS	X	X
Knittle, Robert D	Curric Dir PK-12 Math	ADM	X	X
Davis, Sarah B	Curric Dir Sci, Tech, Eng	ADM	X	X
Antunes, Luis	Custodial Supervisor	ADM	NOT ELIGIBLE	NOT ELIGIBLE
Russell, Elizabeth NMN	Database Specialist	HHS	X	X
Schuck, Ellen K	Dir of Technology	HHS	X	X
Gould-Winders, Jessica L	Director - Athletics	HHS		X
Pupecki, Lauren C	Director - Guidance	HHS		X
Allard, Jennifer N	Director - Human Resource	ADM	X	X
Anderson, Wendy M	Director of ELE	ADM	X	X
Kilcoyne, Catherine A	Director Student Services	ADM	X	X
Gale, Daniel J	Exec. Dir. of Bsn & Ops	ADM	X	X
Murta, Paulo Roberto Pires	Executive Assistant	ADM		X
Casella, Steven C	Facilities & Maintenance	ADM	NOT ELIGIBLE	NOT ELIGIBLE
Osborne, Emily N	Human Resources Generalist	ADM	X	X
Coughlan, Rory J	Network Specialist	HHS	X	X
Cook, Karissa L	Payroll Specialist	ADM	X	X
Scanlon, Rachel A	Principal	FAR		X

Champigny, David	Principal	FOR		X
Medeiros, Jason W	Principal	HHS		X
Sardella, Kelly C	Principal	MUL		X
Gaglione, Jeffrey T	Principal	QMS		X
Somers, Kristine L	Res & Acntability Splst	ADM	X	X
Bianchini, June NMN	Secretary - 10 month	ADM		
Frias, Nely C	Secretary - 10 month	ADM		X
Mulloney, Beatrice B	Secretary - 10 month	ADM		X
Niedermeier, Elaine M	Secretary - 10 month	FAR		X
Miele, Brianna Marie	Secretary - 10 month	HHS		X
Shekleton, Michelle L	Secretary - 10 month	HHS		X
Byrne, Michelle A	Secretary - 10 month	QMS		X
Brouwer, Susan M	Secretary - 12 month	ADM	X	X
Cobb, Denise C	Secretary - 12 month	ADM	X	X
Coughlan, Tammy A	Secretary - 12 month	ADM	NOT ELIGIBLE	NOT ELIGIBLE
DaCosta, Filipe M	Secretary - 12 month	ADM	X	X
Graca, Renee Q	Secretary - 12 month	ADM		X
Shurtleff, Mellyn G	Secretary - 12 month	ADM		X
Tallent, Delia M	Secretary - 12 month	ADM		X
Paquette, Heather Ann	Secretary - 12 month	FAR		X
Harmon, Melissa J	Secretary - 12 month	FOR		X
Carter, Denise E	Secretary - 12 month	HHS		X
Monteiro, Michelle J	Secretary - 12 month	MUL		X
Dufromont, Jennifer Lynn	Secretary - 12 month	QMS		X
Ahearn, Nola M	Secretary - 12 month Guidance	HHS		X
Thomas, Michael L	Senior Accountant	ADM	X	X
Mayfield, Liam J	Tech Support Assistant	HHS	X	X
Chiasson, Mark P	Tech. - Maint Specialist	HHS		X
Lavoie, Nathan A	Technology - Maint Assist	HHS		X
Woodward, David R	Technology - Maint Assist	HHS		X
De Oliveira Ferreira, Andressa S,	Portuguese Liaison	ADM	X	X
Sandra Maiuri,	Spanish Liaison	ADM	X	X
Fabianna Hummel,	Welcome Center	ADM	X	X