

Policy Consent Agenda  
For Second Readings/VOTE  
6/29/16 ABRSC Meeting

First Read 6/23/16

**PROHIBITION OF HARASSMENT- DRAFT**

The Acton-Boxborough Regional School District is committed to maintaining a school environment where all individuals are treated with dignity and respect. Therefore, the District will take appropriate action to:

- Prevent and/or otherwise respond to any unlawful discrimination or harassment of any of its employees or students, and
- Provide a process by which individuals can bring any concerns about unlawful discrimination or harassment to the Schools' attention for resolution.

The School/District will not tolerate harassment of their employees or students because of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

**Definition of Harassment**

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of, or due to, any of the characteristics described above. Such conduct includes pictures, jokes, comments, innuendoes, slurs, derogatory remarks based on a protected characteristic or any other behavior which creates an environment that is intimidating, hostile, or offensive to anyone.

It is unlawful to retaliate against, or punish, any individual who files a complaint of harassment or discrimination, or who cooperates in an investigation of such a complaint. The Schools will not tolerate any such retaliation, and individuals who engage in retaliation will be subject to termination/expulsion or other sanctions determined by the School Administration and/or School Committee, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

**Definition of Sexual Harassment**

While all types of harassment are prohibited, sexual harassment requires particular attention. In Massachusetts, the definition of sexual harassment is as follows:

Sexual harassment is any unwelcome sexual conduct, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to, acceptance of, or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or education or a basis for employment decisions affecting an employee or for educational, disciplinary, or other decisions affecting a student; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in extracurricular activities by creating an intimidating, hostile, humiliating, or offensive work or school environment.

While it is not possible to list all of the actions that would be considered sexual harassment, some examples are:

- Unwelcome sexual advances, whether or not they involve physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised job benefits such as a favorable review, salary increases, promotions, increased benefits, or continued employment or for actual or promised education related benefits such as higher grades or favorable references.
- Sexual gestures; suggestive or sexually insulting comments, epithets, or jokes; written or verbal references about sexual conduct;
- Displaying sexually suggestive objects, pictures, or cartoons.
- Demonstrating supervisory or educational favoritism toward certain individuals over others based on a sexual relationship.

### Complaints

An **employee** who believes that s/he has been harassed should notify immediately:

~~Director of Personnel~~ Deputy Superintendent  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720  
978-264-4700 x3209

If an employee does not wish to discuss the issue with the ~~Director of Personnel~~ Deputy Superintendent or feels that s/he is not addressing the problem in an effective manner, the employee should contact:

Superintendent of Schools  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720  
978-264-4700 x3206

A **student** who believes that s/he has been harassed should notify immediately a teacher, counselor, or administrator who in turn will notify the building principal. As an alternative, a student may report directly to the building principal.

All employees of the Schools must respond to suspected harassment and to complaints by students of harassment by notifying the building principal. Employees are expected to take every report of harassment seriously.

A **student** may also file a complaint alleging harassment by contacting:

Services | ~~Director of Pupil Services~~ Assistant Superintendent for Student Services  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720  
978-264-4700 x3265

If a student does not wish to discuss the issue with other school staff or feels that the staff is not addressing the problem in an effective manner, the student should contact:

Superintendent of Schools  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720  
978-264-4700 x3206

The Assistant Superintendent for Student Services ~~Director of Pupil Services~~ and the Deputy Superintendent ~~Director of Personnel~~ as listed above are also available to provide information about this policy and the Acton-Boxborough Regional School District's complaint process.

### Investigation, Corrective Action & Closure of a Complaint

The Schools will investigate promptly every complaint of harassment, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. The ~~Director of Pupil Services~~ Assistant Superintendent for Student Services and/or the ~~Director of Personnel~~ Deputy Superintendent will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and questioning witnesses, and other appropriate actions. The Schools will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation.

The Schools will caution all participants in the investigation to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action up to and including termination/expulsion.

The Schools will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise, in which case the investigation will be completed as quickly as practicable. Also, if the respondent is subject to a collective bargaining agreement that sets forth a specific time line for notice and/or investigation of a complaint, such time line will be followed.

If the Schools determine that harassment or retaliation for complaining of harassment or participating in a harassment investigation has occurred, the Schools will take appropriate action promptly to stop the offending conduct and ensure that it is not repeated. Depending on the severity of the incident (s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion.

In certain cases, harassment and, in particular, sexual harassment of a student may constitute child abuse under Massachusetts law. The Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When the Schools have completed their investigation, school personnel will, to the extent appropriate, inform the person filing the complaint of the results of that investigation and will file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

It should be noted that while this policy sets forth the goal of the Schools in promoting a work and educational environment that is free of harassment based upon race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, genetic information, or military status, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

### **State and Federal Agencies**

The Schools urge all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that we can address them. If either party to the complaint is dissatisfied with the results or progress of the Schools' investigation, they may discuss this directly with the Superintendent of Schools.

The state agency responsible for enforcing laws that prohibit harassment in the workplace is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Suite 601, Boston, MA 02108-1518; telephone (617) 994-6000; TTY Users (617) 994-6196. The time frame for filing a complaint with the MCAD is 300 days from the date of the most recent incident of alleged harassment. The state agency responsible for insuring that Massachusetts public schools do not discriminate on the basis of protected characteristics is the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant Street, Malden, MA

02148-4906; telephone (781) 338-3300; TTY Users (800) 439-2370. The MA DESE's Program Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces federal laws prohibiting employment discrimination. The deadline for filing a complaint with the EEOC is within 300 days from the day of the alleged discrimination. The EEOC is located at JFK Federal Bldg., 475 Government Center, Boston, MA 02203; (617) 565-3200 or (800) 669-4000; TTY Users (800) 669-6820. The US Department of Education's Office for Civil Rights (OCR) is a federal agency that enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the US Department of Education. In most cases, a complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination. OCR is located on the 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921; telephone (617) 289-0111, fax (617) 289-0150.

#### References:

Mass. Gen. Laws CH. 151B  
Mass. Gen. Laws Ch. 76, s. 5/Chapter 622  
Title VI of the Civil Rights Act of 1964  
Title VII of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Age Discrimination in Employment Act of 1967  
Americans with Disabilities Act of 1990  
Section 504 of the Rehabilitation Act of 1973

Approved on: 12/5/13, 3/7/13

**EVALUATION OF THE SUPERINTENDENT - DRAFT**  
**First Read 6/23/16**

The purpose of the Superintendent's evaluation system is to promote excellence in the leadership of the Acton-Boxborough Regional School District through feedback, self-reflection, and a growth mindset.

The School Committee will evaluate the Superintendent annually following the process, standards, and rubrics outlined in the Massachusetts Department of Elementary and Secondary Education (DESE) Educator Evaluation system for Superintendents. The Superintendent's evaluation process will include an opportunity for feedback from staff and community members.

The Superintendent will work with the School Committee to set Professional Practice, Student Learning, and District goals based on the needs of the school system. The Superintendent's performance will be reviewed annually in accordance with these specified goals and the standards for effective leadership.

Legal Ref: 603 CMR 35.00

## EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the School Committees will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committees.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committees' and the Superintendent.
3. Develop harmonious working relationships between the School Committees and Superintendent.
4. Provide administrative leadership of excellence for the school system.

The School Committees will periodically develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed annually in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.



**STAFF CONDUCT – DRAFT**  
**First Read 6/23/16**

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects staff to accept certain responsibilities, adhere to acceptable principles in matter of personal conduct, and exhibit a high degree of personal integrity at all times. This includes refraining from any behavior in a staff member's professional or personal life that may be harmful to him/herself, their co-workers or the student body, and/or that might be viewed as unfavorable by the public at large.

Types of behavior and conduct that the Committee considers inappropriate and warranting of disciplinary action, include, but are not limited to the following:

1. Violating School Committee policies, including but not limited to non-discrimination, acceptable use of technology, staff ethics/conflict of interest, and harassment;
2. Soliciting or unauthorized acceptance of gratuities, discounts, or acts of favoritism from the public at large in excess of the state ethics limits;
3. Poor attendance or inaccurate reporting of time worked and absences;
4. Falsifying employment or other District records, this includes but is not limited to employment applications, official time records, etc. Falsification, including but not limited to statements during any District conducted in-house investigation, misrepresentation of facts, circumstances, or willful omission of information pertaining to District matters;
5. Reporting to work after having consumed alcoholic beverages or while intoxicated, or under the influence of illegal drugs. Possession, use, or sale of illegal drugs;
6. Bringing, using or consuming alcoholic beverages on District property.
7. Smoking on school property.
8. Fighting or using obscene, abusive, threatening or disrespectful language or gestures while engaged with students, parents, colleagues or other constituents;
9. Theft or attempted theft of school property or funds;
10. Unauthorized possession of firearms or dangerous weapons on school property;
11. Disregarding safety, security and/or Committee regulations, or actively condoning such behavior in others;

12. Insubordination or displaying an insubordinate attitude;
13. Failing to maintain the confidentiality of student or staff information;
14. Misrepresentation of facts or the falsification of any documentation.
15. Poor job performance, failure to meet expectations in the performance of duties, including the submission of reports by required deadlines;
16. Neglect of job duties or carelessness in completion of tasks;
17. Use or access of inappropriate images using school equipment or on school property. Lewd behavior or indecent exposure. Any involvement with child pornography.
18. Willful neglect of school property;
19. Neglect of the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times;
20. Non-participation in required Professional learning opportunities and/or the non-completion of training to maintain a valid certificate/licensure required to hold the position assigned.

Should performance, work habits, attitude, conduct or demeanor become unsatisfactory, based on the violations either of the above-mentioned or of any Committee policies, rules or regulations, staff will be subject to disciplinary action, up to and including termination.

LEGAL REFS.: M.G.L. 71:37h; 264:11; 264:14

## STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expect that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

File: ADDB

**FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHECKS - POLICY**  
**DRAFT – First Read 6/23/16**

Pursuant to M.G.L. c. 71, §38R, the Acton-Boxborough Regional School Committees adopts the following policy with regard to Fingerprint-Based Criminal History Record Information (CHRI) Checks.

It shall be the policy of the school district, as required by law, to require a state and national fingerprint criminal background check to determine the suitability of full or part time current and prospective school employees age eighteen (18) and older, who may have direct and unmonitored contact with children.

The school committee shall only obtain a fingerprint background check when hiring the superintendent of schools. ~~for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the~~ The chair of the school committee shall review the results of the national criminal history check for a newly hired superintendent.

The superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children.

The fee charged by the fingerprint provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a CORI or fingerprinting suitability determination by the school or district is present. This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the district practices and procedures will be followed.

LEGAL REF.: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385  
 MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)

Approved: 11/20/14

**DRUG-FREE WORKPLACE – DRAFT**  
**First Read 6/23/16**

The Acton-Boxborough Regional School Committee recognizes the importance of maintaining a workplace which is drug- and alcohol-free to enhance the welfare of employees and students. Under the Drug-Free Workplace Act, the Acton-Boxborough Regional School District is required to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. The requirements of this law give the Acton-Boxborough Regional School District the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Acton-Boxborough Regional School District to prohibit the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or the possession, use, purchase, sale or other transfer of alcohol by any employee while on School premises or while performing any job-related activity, whether on or off School premises. Employees are also prohibited from reporting for work or performing any job related activities, on or off school premises, while under the influence of alcohol or any illegal controlled substances. An employee who violates this policy is subject to disciplinary action, up to and including dismissal.

For purposes of this policy the term “controlled substance” is defined as a narcotic, hallucinogen or any other drug listed on Schedules I through V of the federal Controlled Substances Act. An “illegal” controlled substance is defined as any drug that cannot be legally obtained or that, although available legally, has been obtained illegally.

This policy does not prohibit use or possession of a drug prescribed for the employee by a licensed physician and used in a therapeutic dosage in accordance with the physician’s instruction; however, employees are required to disclose to the Superintendent the use of any prescribed drug that may impair the employee’s ability to perform his/her job safely and effectively.

It is a condition of employment that each employee abides by this policy and notifies the Superintendent of Schools of any criminal drug conviction for (or plea of no contest to) a violation occurring in the workplace or while performing any job-related activity within five (5) days of such a conviction or plea. The Acton-Boxborough Regional School District has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of conviction, the Superintendent of Schools will take disciplinary action up to and including a recommendation to the School Committee that the employee be dismissed from employment termination.

WHERE CAN YOU EMPLOYEES GO FOR HELP

If ~~you employees~~ need assistance with a drug or alcohol problem and have a private doctor, it is recommended that ~~you they~~ seek assistance through their doctor. ~~You They~~ may also receive information through the District Employee Assistance Program (EAP).

The Acton-Boxborough Regional School District has collected information from various drug assistance and/or rehabilitation programs. This information is available from the High School Counseling Department, (978) 264-4700.

For more information, please feel free to contact the Personnel Human Resources Department, at (978) 264-4700.

LEGAL REFERENCE: The Drug-Free Workplace Act of 1988

CROSS REFERENCES: Teaching about Alcohol, Tobacco & Other Drugs Policy File: IHAMB

Drug and Alcohol Use by Students Policy File: JICH

Tobacco Use on School Property Policy File: ADC, GBED, JICG

**Approved: 3/20/14**

File: JLCD

**MEDICATION ADMINISTRATION POLICY - DRAFT**  
**First Read 6/23/16**

The Acton-Boxborough Regional Schools follow the regulations under the Department of Public Health 105 CMR 210:00 The Administration of Prescription Medications in Public and Private Schools.

The licensed/registered school nurses will be the administrators of the medication administration program within the schools. Only licensed/registered school nurses, or student nurses under the supervision of the school nurses, are authorized to administer medication to students, unless they are approved for self-administration. Medications will be administered only during the hours that school is in session. The school nurse shall develop with parents/guardians a medication plan for each student requiring medication administration. Nursing staff shall establish a record-keeping program for each student requiring medication. The school physician and the school nurse leader will provide yearly medication protocols for certain medications to be administered based on nursing assessment.

Students, who have been determined by the school nurse to be capable of self-administration of asthma inhalers, epinephrine auto-injectors for allergies, cystic fibrosis digestive enzymes, and diabetes mellitus glucose monitoring and insulin administration systems, are allowed to carry and self-administer the above medications after meeting certain criteria established in the medication administration procedures.

Delegation of emergency EpiPen administration and field trip medication administration to unlicensed school personnel will occur following Massachusetts Department of Public Health regulations and proper application to the DPH for delegation authority.

REFERENCE: Procedures File: JLCD-R

LEGAL REF.: M.G.L. 71:54B

Department of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

File: JLCD

**MEDICATION ADMINISTRATION POLICY**  
**First Read 6/23/16**

The Acton-Boxborough Regional Schools follow the regulations under the Department of Public Health 105 CMR 210:00 The Administration of Prescription Medications in Public and Private Schools.

The licensed/registered school nurses will be the administrators of the medication administration program within the schools. Only licensed/registered school nurses, or student nurses under the supervision of the school nurses, are authorized to administer medication to students, unless they are approved for self-administration. Medications will be administered only during the hours that school is in session. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate, or is not FDA approved. The school nurse shall develop with parents/guardians a medication plan for each student requiring medication administration. Nursing staff shall establish a record-keeping program for each student requiring medication. The school physician and the school nurse leader will provide yearly medication protocols for certain medications to be administered based on nursing assessment.

Students, who have been determined by the school nurse to be capable of self-administration of asthma inhalers, epinephrine auto-injectors for allergies, cystic fibrosis digestive enzymes, and diabetes mellitus glucose monitoring and insulin administration systems, are allowed to carry and self-administer the above medications after meeting certain criteria established in the medication administration procedures.

Delegation of emergency Epipen administration, and field trip medication administration to unlicensed school personnel will occur following Massachusetts Department of Public Health regulations and proper application to the DPH for delegation authority.

REFERENCE: Procedures File: JLCD-R

LEGAL REF.: M.G.L. 71:54B  
Department of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

*Acton Public Schools and Acton-Boxborough Regional School District*



## MEDICATION ADMINISTRATION PROCEDURES

### I. MANAGEMENT OF THE MEDICATION ADMINISTRATION PROGRAM

#### A. Physician's Orders

A written order from a physician-(licensed prescriber)- relating to each medication must be on file. A health reason, made known to the administering nurse, must exist making administration of such medication necessary during school hours. The physician's orders must indicate:

1. the student's name
2. the name of the medication
3. the dosage and route
4. the frequency and time to be given
5. specific directions for administration, if needed
6. the termination date for administering the medication is the end of the school year unless otherwise specified; (ex. in the case of a child's attendance in Acton Boxborough summer school programming, the order would continue, or short- term medication administration)
7. the licensed prescriber's signature and date
8. parent's signature authorizing the school to administer

Telephone orders from licensed prescribers may be accepted, but a follow-up fax/scan or written order must be received within 3 school days in order to continue administering the medication. A physical exam must be on file in the health office in order for medications to be dispensed by the nurse. Electronic medication orders may be accepted via a direct transmission from the licensed prescriber's office to the school nurse, not a copy sent from a parent's computer.

#### B. Special Medication Situations

1. Short Term Prescriptions  
For short term prescription medications -- i.e. those requiring administration for 10 school days or fewer -- the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a written licensed prescriber's order. Written parent permission is required.
2. Over-the-counter ("OTC") Medications  
For over-the-counter medications -- i.e. (but not limited to) non-prescription medications such as Tylenol, Advil, Motrin, Benadryl, Lactaid, Tums, cough drops, cough medicine -- the original labeled container, licensed provider's order for medications that are not covered by protocols, and written parent permission are required. The RN may administer these over-the-counter medications based on protocols which have been

developed in collaboration with the school physician provided that the protocol includes the drug name, dosage, frequency, indications for use, contraindications and potential side effects, and assessment criteria of the student's current medication profile and history of allergies (per MA medication training).

3. Complementary/Alternative Medications

Homeopathic or herbal medicines and dietary supplements all require a licensed prescriber's order, a labeled container and written parental permission to administer.

Medical Marijuana Law

Nurses should consult with the nurse leader and the School Health Unit for current MA Dept. of Public Health protocol on the matter.

4. Additional Medication Doses at School

The school nurse will administer only doses prescribed to be given during the school day. If a student misses a dose at home, the parent must come in to give the medication.

5. Narcotics in the School Setting

Students needing narcotics for acute pain management- (ie., post-operative, orthopedic, dental or other injury) -should not be in school until their pain is managed with an over-the-counter analgesic. Students are not allowed to carry controlled substances. There may be exceptions in the case of students undergoing palliative, end-of-life care, if the student's physician, the school physician, school nurse and parent are in agreement regarding the appropriateness, legality and safety in the school setting.

6. Narcan ( Naloxone)

There is a school physician approved protocol and standing medical administration orders for the administration of intranasal naloxone. Trained school nurses may administer naloxone to a student, staff member or visitor exhibiting signs of a drug overdose according to the protocol.

**C. Check-in Procedures**

All medications must be brought to the health office by a responsible adult. Medication may not be brought to school by a student. Medication can be dropped off or picked up by a responsible adult at any time when school is in session. The school nurse will record the date medication is brought in, ensure that the required authorization is on file, and count and record the number or amount of medication in the presence of the person who delivered it. Parents/guardians should provide the school nurse with only the amount of medication to be administered during school. It is the parent's/guardian's responsibility to contact the physician or pharmacy if they require an additional supply of medication when school is not in session.

**D. Original Containers**

All medication must be in the original labeled container and be labeled with the student's name. Pharmacies usually will provide a second bottle to be kept at school upon request. Medication will not be sent back and forth to school daily. Parents/guardians should keep a supply at home and bring the required doses to school in the labeled pharmacy container. The school may accept no more than a 30 day supply. The school nurse will not administer the following: expired medications, medications delivered in containers which are not labeled, and medications in inappropriate containers such as plastic snack bags.

**E. Changes to Prescriptions**

It is the responsibility of the parents/guardians to notify the school nurse of any changes to the original prescription, and to provide the new medication order and a revised new pharmacy container reflecting the change. A parent/guardian or a designated adult must pick up the unused supply of medication. The school nurse can appropriately discard medication if it is not picked up, or by request of the parent.

**F. Medication Information Resources**

The school nurse will have a current pharmaceutical reference available for her/his use, such as the Physician's Desk Reference (PDR) or other drug reference book as well as on-line drug resources.

**II. DOCUMENTATION OF THE ADMINISTRATION OF MEDICATIONS**

**A. Medication Administration Records**

Each school will maintain a medication administration record of medication administered during school hours. Medication administration records will be kept in the current electronic health record (SNAP). These records must include the following:

1. Full signature, electronic or otherwise, of administering nurse
2. Time medication administered - just wording change
3. Documentation of missed dose and reason
4. Medication administration plan
5. Licensed prescriber's order as transcribed into health record software
6. Individual health care plan as necessary

**B. Medication Errors**

In the event of a medication error, the school nurse will notify and/or document the effort to contact the parent/guardian immediately. If there is a question of potential harm to the student, the nurse will also contact the licensed prescriber or the school physician. Medication errors will be documented by the school nurse on the Medication Error Report Form, and will be kept in a file in the offices of the nurse leader and/or the Assistant Superintendent of Student Services.

### III. SELF-ADMINISTRATION OF MEDICATIONS

The school nurse may permit self-medication of inhalers, insulin, epinephrine auto-injectors and certain select medications using the following guidelines:

- A. The student, parent/guardian, school nurse, and licensed prescriber (when appropriate) enter into a written agreement, which specifies the conditions under which prescription medication may be self-administered.
- B. The school nurse develops and utilizes a medication administration plan [105 CMR 210.005(E)] containing any elements necessary to ensure safe self administration of the prescription medication.
- C. The school nurse evaluates the student's health status and abilities for self-administration as appropriate. As necessary, the school nurse should observe the initial dose of self-administration of prescription medication.
- D. The school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and indications for which the prescription medication is ordered, and follows the medication administration plan.
- E. There is written authorization from the student's parent/guardian that the student may self-medicate, unless the student has consented to treatment under M.G.L.c112, 12F Emergency treatment of minors or other authority permitting the student to consent to medical treatment without parental permission (i.e. an emancipated minor).
- F. The school nurse establishes a procedure for the safe storage of self-administered prescription medication and, as necessary, consults with teachers, the student, and parent/guardian-(if appropriate)-to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it.
- G. The school nurse may monitor the student's self-administration, based on the student's abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent/guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- H. With parent/guardian and student permission, the school nurse may inform appropriate teachers and administrators that the student is self-administering. If the student does not comply with the medication administration plan, the nurse may cancel the self-administration permission notifying all those involved.

#### **IV. FIELD TRIPS**

The nurse leader, in collaboration with the school physician will be responsible for submitting to the Massachusetts Department of Public Health (DPH) appropriate requests/registration "for the limited purpose of permitting the delegation of prescription medications to unlicensed, properly trained responsible adult(s) for students on field trips and short term special school events, when a school nurse (RN) is not available and provided that the conditions defined in 105 CMR 210.005 are met." Said personnel will receive training in the administration of the medication to the specific child.

When the health condition of the student warrants it, the parent/guardian will be encouraged to accompany their child on field trips. A registered nurse will accompany the field trip if, in the school nurse's judgment, a student requires assistance for safe medication administration-(contingent on it being an in-state field trip or one covered by reciprocity laws for nurse licensure).

#### **V. ADMINISTRATION OF EPINEPHRINE BY NON-NURSING PERSONNEL**

The nurse leader, in collaboration with the school physician will be responsible for submitting to the Massachusetts Department of Public Health (DPH) appropriate requests/registration "for the limited purpose of permitting unlicensed, properly trained school personnel to administer epinephrine (by auto injector) to students with a diagnosed life-threatening allergic condition when a school nurse (RN) is not immediately available, provided that the conditions defined in 105 CMR 210.100 are met." School personnel will receive training on life threatening allergies including the administration of epinephrine via auto injector.

The school nurse will document evidence of competencies of unlicensed personnel designated to administer epinephrine via auto injector. The school nurse will provide a training review and informational update for those school staff authorized to administer epinephrine via auto injector.

#### **VI. RESPONSE TO AN EMERGENCY NECESSITATING MEDICATION ADMINISTRATION**

- A. The school nurse will follow established protocols for responding to medication emergencies (i.e. any reaction or condition related to administration of medication which poses an immediate threat to the health or well-being of the student). These protocols will be consistent with the school's procedures for handling all health emergencies.
- B. In the event an epinephrine auto injector must be administered at school, the DPH's "Report of Epinephrine Administration" form must be completed by the school nurse and sent electronically or per current protocol to the Massachusetts School Health Unit, Massachusetts Department of Public Health, with a copy kept on file in the health office.

## VII. STORAGE OF MEDICATIONS

- A. All non-emergency medication will be stored in a securely locked wall-mounted cabinet located in the school health office. Access to this cabinet is strictly limited to the school nurse, school nurse substitute, or nurse leader. No medication should be removed from the medication cabinet by anyone without notification of the school nurse or school nurse substitute.
- B. Where possible, all unused, discontinued, or outdated medications will be returned to the parent/guardian and the return appropriately documented. Medications will be destroyed by the school nurse at the end of the school year if not retrieved by parent/guardian.
- C. Emergency medications, (i.e. epinephrine auto-injectors, multi dose inhalers)-are to be kept in an unlocked place in the health office so that they are readily available for administration by those who have been trained according to state regulations. Alternate sites for additional emergency medication will be designated in the individual student's emergency health care plan or individualized health care plan (IHCP).

## VIII. DISSEMINATION OF INFORMATION TO PARENTS/GUARDIANS REGARDING ADMINISTRATION OF MEDICATION

This medication policy and procedure is available on the District's general and nursing websites, and in each health office.

## IX. RESOLUTION OF QUESTIONS BETWEEN THE SCHOOL AND PARENT/GUARDIAN REGARDING ADMINISTRATION OF MEDICATION

In order to resolve questions regarding the school's medication administration policy/procedure, a meeting may be held with the parent/guardian, school nurse, school physician, student (if appropriate), nurse leader and Assistant Superintendent of Student Services.

*The Medication Administration Policy & Procedures should be reviewed at least every two years.*

LEGAL REF.: M.G.L. c.71, s.54B; 105 CMR 210.000: The Administration of Prescription Medications in Public and Private Schools

REFS: -Comprehensive School Health Manual: Massachusetts Department of Public Health, January 1995  
-Massachusetts Board of Registration in Nursing Advisory for the Administration of Over-the-Counter Medications, July 2002  
-National Association of School Nurses Position Statements, 1999 and 2000  
-Medication Administration and Delegation in Massachusetts Schools by MA Department of Public Health in collaboration with the Northeastern University School Health Institute, 2013

REVISED: 6/21/16

File: JICH

**ALCOHOL, TOBACCO, AND OTHER DRUG USE BY STUDENTS PROHIBITED –  
DRAFT  
First Read 6/23/16**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or other drugs on school property or at any school function.

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

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

SOURCE: MASC March 2016

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

CROSS REFS.: Teaching About Alcohol, Tobacco and Drugs Policy, File; IHAMB  
Drug Free Workplace Policy, File: GBEC  
Tobacco Use on School Property Policy, File: ADC/GBED/JICG

Current policy

File: JICH

### ALCOHOL USE BY STUDENTS

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

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

LEGAL REF.: M.G.L. 272:40A

CROSS REF.: IHAMA, Teaching About Drugs, Alcohol, and Tobacco  
GBEC, Drug Free Workplace Policy

Approved: 5/22/14



**RETIREMENT OF FACILITIES – DRAFT**  
**First Read 6/23/16**

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the appropriate School Committee which facilities appear to justify further analysis.

~~That The~~ School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. ~~This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.~~

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bussed, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
  - a. Personnel
  - b. Plant Operation
  - c. Transportation
  - d. Capital Investment
  - e. Alternative Use
7. Continuity of instructional and community programs

LEGAL REF.: 71:16