

**SECTION A**  
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## SCHOOL DISTRICT LEGAL STATUS

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

Under the General Laws of Massachusetts,

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

The public educational system of Canton structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education.

Established by law: M.G.L. 71:1

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

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

Approved:

Reviewed:

Revised:

## THE PEOPLE AND THEIR SCHOOL DISTRICT

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

The School Committee therefore affirms and declares its intent to:

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

Approved:

Reviewed:

Revised:

## NON-DISCRIMINATION AND HARASSMENT

The Canton Public Schools (“District”) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. The Canton Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. The District also does not discriminate against students on the basis of homelessness in a manner consistent with the requirements of the McKinney-Vento Act.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District’s non-discrimination policies in education-related activities, including but not limited to the inquiries related to 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; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, age, disability or homelessness.

In addition to designating at least one administrator to handle inquiries regarding the District’s non-discrimination policies, the Superintendent shall adopt and publish a grievance procedure for addressing reports of discrimination and/or harassment under the protected classes identified in this policy. The grievance procedure shall identify the name, office address and telephone number for the compliance officer for the above-reference statutes and this policy. The grievance procedure shall be published in each student handbook and be made available on the District’s website.

If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered in accordance with the District’s grievance procedures for discrimination and harassment.

LEGAL REFS.: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Equal Pay Act, as amended by the Education Amendments of 1972; Title IX, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Individual with Disabilities Education Act; M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5; Amended 201; 603 C.M.R. 26.00; 603 C.M.R. 28.00

Approved: March 1, 2018

Reviewed:

Revised:

**NONDISCRIMINATION, TITLE IX, CHAPTER 622 AND SECTION 504**

Title IX states "No person in the United States shall, on the basis of sex, be excluded from participation, in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Chapter 622 states "No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on accounts of race, color, sex, religion, national origin, sexual orientation or homelessness."

Section 504 of the Rehabilitation Act of 1978 states "No person shall be excluded from or discriminated against in any educational programs or activities or in employment on the basis of handicap."

Any person who feels his or her rights have been violated under any of these provisions may forward complaints/concerns/ to:

Title IX, Chapter 622 and Section Compliance Officers may be contacted via phone (781) 821- 5060 or in writing to: Compliance Officer, 960 Washington Street, Canton, MA 02021.

Any principal who receives reports of alleged violation of any of these laws either written or verbal shall put them in writing within 48 hours and forward them to the appropriate Compliance Officer and the Superintendent of Schools.

The Compliance Officer shall investigate all complaints within ten (10) school days with care taken during the investigation to ensure that due process is observed.

The Compliance Officer shall submit a written report to the Superintendent upon completion of the investigation. If a complaint is deemed actionable, the Superintendent shall take steps to correct the violation.

The right to confidentiality both of the complainant and of the accused will be respected during any investigation and the Canton Public Schools will not tolerate retaliation against any person who reports an alleged violation of Title DC, Chapter 622 or Section 504.

Please be advised that Canton School System operates in compliance with the above mentioned regulations.

Students who feel that they have been discriminated against should make a written complaint to the Title IX Coordinator for the Canton School System.

Approved: March 1, 2018  
Reviewed:  
Revised:

## NONDISCRIMINATION ON THE BASIS OF SEX

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

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

The Superintendent of Schools will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REFS.:            Title IX of the Education Amendments of 1972  
                                  45 CFR, Part 86, (Federal Register, 6/4/75)  
                                  M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
                                  Board of Education Chapter 622 Regulations Pertaining to Access to  
                                  Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78  
                                  Board of Education 604 CMR 26:00

Approved:  
 Reviewed:  
 Revised:

## HARASSMENT POLICY

### I. General Statement of Policy

The Canton Public School System maintains a firm policy to provide a safe learning environment that is free from any form of harassment. Harassment is "conduct or speech which is unwelcome, intimidating, derogatory, hostile and/or offensive; and has the purpose, or effect, of unreasonably interfering with a student's ability to learn or a /staff member's ability to work." Harassment can occur on the basis of an individual's race, color, gender, sexual orientation, religion, natural origin or disability. Harassment that disrupts the educational process will not be tolerated under any circumstances. Examples of harassment include sexual harassment, bullying, hazing, fighting, taunting, use of profanity, misuse of the Internet, racial, ethnic, or religious slurs, and threats of violence in any form.

The Canton Public School System will act promptly to investigate all complaints. The appropriate disciplinary action will be taken to end the harassment and prevent its recurrence. The purpose of disciplinary action is to stop the harassment and prevent its recurrence and may include detention, counseling, anger management education, suspension, or expulsion.

The Canton Public Schools will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment complaint. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment. Testifying, assisting, or participating in any investigation will not affect the individual's future employment, grades, or work assignments.

### II. Definitions

Examples given below are for illustration and are not an exclusive list of the ways in which prohibited harassment can occur.

**A. Sexual Harassment-** Sexual harassment consists of un-welcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

**Examples of conduct which may constitute sexual harassment include:**

1. verbal harassment or abuse of a sexual nature
2. subtle pressure for sexual activity
3. inappropriate patting or pinching; unwelcome leering, whistling or sexual gestures
4. intentional brushing against a student's or employee's body
5. demanding sexual favors accompanied by implied or overt threats concerning an individual employment or educational status
6. displaying any sexual suggestive objects, pictures, cartoons, photos, videos, or films
7. any sexually motivated unwelcome advances, whether they involve physical touching or not
8. inquiries into one's sexual experiences or activities
9. inappropriate epithets, jokes, gossip written or oral references to sexual conduct or comments regarding an individual's sex life or body

Condoning sexual harassment will not be tolerated. Condoning includes ignoring harassment, or any other act that can be perceived as approving the actions of the harasser.



**The Grievance Officer:**

The Superintendent will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints.

- B. Racial Harassment or Harassment on the Basis of Color** - Racial harassment of an individual consists of verbal or physical conduct relating to an individual's race or color.
- C. Harassment on the Basis of Sexual Orientation** - Harassment based upon sexual orientation of an individual consists of verbal or physical conduct relating to an individual's actual, asserted or perceived sexual orientation.
- D. Harassment Based on Religion, National Origin or Ethnicity** - Harassment based on religious, ethnic or national origin of an individual consists of verbal or physical conduct relating to an individual's national origin, religion, ethnicity, the religion or national origin of the individual's parents, family members, or ancestors.
- E. Harassment Based on Disability** - Harassment of an individual with a disability consists of verbal or physical conduct relating to a physical or mental impairment that substantially limits a major life activity of the individual, an individual's history or record of such an impairment, the perception of such an impairment, or an individual's association with another person who has such an impairment.

Examples of conduct that may constitute any form of harassment include:

1. graffiti or written materials that contain offensive language
  2. name calling, jokes or rumors
  3. threatening or intimidating conduct directed at another
  4. any slurs, negative stereotypes, or hostile acts
  5. written or graphic material containing offensive comments or stereotypes which is posted or circulated
  6. a physical act of aggression or assault
  7. threat or damage to property
- F. Bullying** - The Canton Public Schools recognizes that bullying behaviors often lead to greater and prolonged violence. We expect all individuals to treat each other with respect. Bullying behaviors will not be tolerated under any circumstances. Our school community relies on a partnership among students, staff, and families to create a healthy and safe learning environment.

Bullying is defined as intentional, repeated, hurtful acts, words, or other behaviors when someone uses real or perceived power to hurt or scare others. Bullying may be physical, verbal, social, emotional, or sexual.

**Bullying may include but is not limited to the following:**

**Physical bullying** includes punching, poking, fighting, tripping, hair pulling, spitting, biting, body language, and excessive tickling.

**Verbal bullying** includes such acts as hurtful name-calling, teasing, gossip, rumors, sarcasm, and threats.

**Social/Emotional bullying** includes rejecting, terrorizing, extorting, defaming,

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humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure. **Sexual bullying** includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

- G. Hazing-** The Canton Public Schools defines hazing as any intentional action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This would include any action intended as an initiation ritual. (MGL Chapter 269; Section 17, 18, and 19.)

### **III. Reporting Procedure**

In responding to and resolving complaints, administrators will be guided by five goals:

1. focus on changing behavior rather than simply punish the offender;
2. engage students and staff in dialogue so that they may learn more about the impacts of behaviors and attitudes;
3. maintain, as much as practicable, the confidentiality of the alleged victims and offenders by involving as few people as possible in the resolution of the problem;
4. protect the complainant from retaliation; and
5. insure prompt and thorough attention to all complaints.

If a student or employee believes that he/she has experienced any form of harassment, bullying, or hazing, or has witnessed such behaviors, he/she shall take the following steps:

1. He/she should verbally tell the individual(s) to stop the offensive behavior; he/she feels he/she has experienced.
2. If the individual(s) does/do not stop the offensive behavior, he/she should file a complaint with any one of the following: (Use attached form)
  - the principal, a teacher, a counselor or a nurse.
  - The Title IX / Chapter 622 Compliance Officer.
3. If a student or employee is told about a complaint, that individual must notify the Principal, or Title IX/Chapter 622 Compliance Officer.

### **IV. Investigation and Action**

Upon receiving the complaint, the Compliance Officer will notify the building principal of the process and begin the investigation immediately. Unless circumstances require otherwise, the investigation will be completed in 10 (ten) working days. If all the parties involved within the complaint process agree to extend the days for investigation, the 10 (ten) working day process may be waived, in all cases involving harassment, all parties involved will be given the utmost protection of privacy and the assurance of due process.

The Investigation shall consist of interviewing both the complainant and the alleged harasser, individually and privately. The investigator shall document the statements of both the complainant and the harasser.

The alleged harasser shall be informed of the complainant's identity. The alleged harasser

**File: ACAB**

will also be informed verbally and in written form that recriminations/reprisals against the complainant shall not be tolerated and are unlawful.

If there are any witnesses to the incident of harassment, they shall be interviewed, individually or privately, without either the complainant or the alleged harasser present. The investigator shall document the statements of the witnesses. It is unlawful to retaliate against any witness for cooperating in the investigation.

The Compliance Officer shall make a written report to the principal and the Superintendent or designee upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the district's policy.

If it has been determined by the investigation that harassment has occurred, the harasser shall be subject- to disciplinary action. The action taken for the employee will be through the progressive discipline procedure, and for the student as noted in the current student handbook.

If the investigation does not substantiate the complaint of harassment, no record of the incident will be placed in the alleged harasser's personnel File unless requested by the alleged harasser. Retaliation or reprisal against any individual for filing a complaint under this procedure or with any state or federal agency, for providing evidence during the investigation or for cooperating in the investigation is unlawful and shall constitute a separate violation of the provisions of this policy for which discipline shall be imposed.

Both parties shall be provided with a copy of the investigator's report after review by the Superintendent.

If either party is dissatisfied with the results of the investigation of the harassment charge, he/she may direct his/her dissatisfaction in writing to the Superintendent or designee within a timeframe for further action.

Approved:  
Reviewed:  
Revised:

## NONDISCRIMINATION ON THE BASIS OF HANDICAP

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

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

**Reasonable Modification:** The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

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

**Auxiliary Aids and Services:** "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

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

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

**File: ACE**

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

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

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

CROSS REFS.:        IGB, Support Services Programs

Approved:  
Reviewed:  
Revised:

**File: AD**

## **MISSION STATEMENT**

Canton Public Schools is an educational community that seeks to blend the academic growth with the social development of every child. Our goal for every child is to be a successful learner and accept mistakes as a step in human growth.

Approved:  
Reviewed:  
Revised:

## SCHOOL DISTRICT GOALS AND OBJECTIVES

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

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

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

Approved:  
Reviewed:  
Revised:

## STRATEGIC PLANNING

The Canton School Committee will establish and maintain a strategic plan which includes a set of goals and objectives that will provide the direction for student achievement, integration of technology, safety, physical plant, resources and communication needs of the Canton School System. The plan will also include a vision statement, guiding beliefs, and a mission statement.

1. Goals and objectives shall be established and reviewed on an annual basis by sub-committees and through the action planning process.
2. An annual report on the status of the current goals and objectives shall be issued to the school system and community.
3. The directional goals and objectives shall be networked throughout the entire school system.

Approved:  
Reviewed:  
Revised:



**File: ADC****NO SMOKING AND TOBACCO PRODUCTS ON SCHOOL PREMISES**

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

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

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

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

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

LEGAL REF:           M.G.L. § 71:37H

Approved:  
Reviewed:  
Revised:

## C.O.R.I. REQUIREMENTS

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

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

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

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

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

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

**File: ADDA**

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

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on C.O.R.I. checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent will closely compare the record provided by CHSB with the information on the C.O.R.I. request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

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

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

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

**File: ADDA**

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

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

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

LEGAL REFS.: M.G.L.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) 803 CMR 3.05 (Chapter 149 of the Acts of  
 2004)

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

Approved:  
 Reviewed:  
 Revised:

## C.O.R.I. REQUIREMENTS

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

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

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

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

Approved:  
Reviewed:  
Revised:

File: ADDA-E-

## **INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD**

If you have undergone a background check by an agency that has received a criminal record from the CHSB, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to [www.mass.gov/chsb/cori/cori\\_forms.html#pers](http://www.mass.gov/chsb/cori/cori_forms.html#pers).

The CHSB charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the CHSB waive the fee.

Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and "how to read a BOP" on the CHSB's website [www.mass.gov/chsb/cori/cori\\_bop.html](http://www.mass.gov/chsb/cori/cori_bop.html). The CHSB does not offer "walk- in" service but you may call our Legal Division at (617) 660-4760 for assistance or the CORI Unit of the Office of the Commissioner of Probation at (617) 727-5300.

If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CORI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.

If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CORI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CORI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see [www.mass.gov/chsb/cori/cori\\_codes\\_court.html](http://www.mass.gov/chsb/cori/cori_codes_court.html).

In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.

If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617) 660-4640.

Approved:  
Reviewed:  
Revised:

## CANTON PUBLIC SCHOOLS WELLNESS POLICY

### Policy:

The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. As such, the Canton Public Schools are striving to meet the academic, physical, social, and emotional needs of all our students. To encourage the children and accomplish this goal the district has implemented, and continues to modify, a PreK-12 Comprehensive School Wellness Program.

Education and promotion of good decision making skills is a crucial focal point of the Wellness Program. The ability and skill to make **good choices** is essential to lifetime wellness and the pursuit of lifelong happiness. All recent national data points to one important finding: active and healthy students have a higher probability of success and achievement in every aspect of life. However, at the same time we recognize that many students are confronted on a daily basis by difficult choices regarding a multitude of options. Physical activity, sound nutrition, weight issues, social activities, relationships/sexual activity, substance use, technology, etc...pose increasingly difficult daily decisions, especially as our students mature. The purpose of our sequential Wellness Program is to guide our students by offering accurate information and inspiring high quality decision-making skills. **Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifetime habits.**

The Canton Public Schools Comprehensive School Wellness Program will assist us in attaining our goals. This Program includes and encourages the following elements:

1. Promotion of a healthy school environment to provide a safe, nurturing, and challenging climate where students are recognized, known, and “connected” to caring adults and peers. Students, families and staff will be encouraged to seek assistance as needed for connection to school or community resources.
2. A wide range of student services in a Coordinated School Health Model with the goal that students have access to coordinated programs of health education, physical education, health services, nutrition services, counseling/psychological services, healthy school environment, health promotion for staff, and family/community involvement.
3. An engaging PreK-12 curriculum delivered by effective instruction and ongoing assessment, and one which is fueled by opportunities of professional development for staff.
4. Opportunities to encourage and practice making good choices.
5. Extracurricular and co-curricular opportunities, student assistance programs, mentoring, and peer programs to encourage expression of thoughts and feelings in a responsible manner, and to give and receive support from others.
6. Students and staff encouragement regarding balancing work and recreation, and

helping all become aware of stressors, which may interfere with healthy development.

7. A School Wellness Advisory Committee consisting of representatives from a wide range of school health and health-related disciplines (including but not limited to: school nurses, health, family and consumer science and physical education staff, community agencies serving youth, parents, students, school administrators, teachers and the school committee representative) who will meet a minimum of four times a year to recommend, review, and help implement school district policies addressing school nutrition, nutrition education, physical activity and related issues that affect student health.

### **Rationale:**

Coordinated School Health Programs can provide an incredible support network for students and staff that promote health and well-being. The components of the Canton Public School Wellness Program include the Nutrition and Food Services program, Wellness Education (Nutrition, Health, and Physical Education), Health Services, and other school-based activities that are designed to promote lifelong Wellness and sound decision-making.

Student and staff wellness is a core value for the Canton Public Schools. The School Wellness Advisory Committee will recommend and/or review district-wide policies to promote student wellness, such as those addressing health education and services, school nutrition, the nutrition environment, physical education, and opportunities for physical activity around the school environment.

### **References:**

Sect. 204 of Public Law 108-265-June 30, 2004: Child Nutrition & WIC Reauthorization Act of 2004

M.G.L. 105 CMR 225.000:

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2010/Chapter197>

M.G.L. 105 CMR 215.000:

<http://www.lawlib.state.ma.us/source/mass/cmr/cmrttest/105CMR215.pdf>

School Nutrition Guide: <http://www.mass.gov/eohhs/docs/dph/mass-in-motion/school-nutrition-guide.pdf>

John Stalker Institute “A List”: <http://www.johnstalkerinstitute.org/alist.pdf>

Massachusetts Department of Elementary and Secondary Education: Comprehensive Health Frameworks

National Physical Education Standards

Massachusetts Action for Healthy Kids

Massachusetts Department of Public Health: Wellness at Work Program

Various Public School Wellness Policies throughout the Commonwealth

Approved: August 30, 2012

Reviewed: April 26, 2018

Revised: May 10, 2018



## COMMITMENT TO ACCOMPLISHMENT

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

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

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

Approved:  
Reviewed:  
Revised: