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## SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the school system 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 *Ware* structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the *Ware* Public Schools is coterminous with the Town of *Ware*.

Established by law.

*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.

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

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## **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 communications with citizens of 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 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 ultimate responsibility for public education rests with the state, but individual school committees have been assigned specific authority through state law. The School 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.

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## **NONDISCRIMINATION**

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of the Ware School Committee's intent to:

1. Promote the rights and responsibilities of all individuals, as set forth in the State and Federal Constitutions, pertinent legislation and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the Ware School System in order to achieve, to the greatest extent possible, the objectives of this statement.

The School 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, religion, national origin, sexual orientation or disability. If someone has a complaint, or feels that they have been discriminated against because of race, color, sex, religion, national origin, sexual orientation or disability, they should register their complaint with the Title IX compliance officer.

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  
Rehabilitation Act of 1973  
Education For All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 1993  
M.G.L. 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, as amended  
10/24/78  
Board of Education 603 CMR 2600  
Board of Education Chapter 766 Regulations, adopted 10/74, as  
amended through 3/28/78

CROSS REFS.: ACA-ACE Subcategories for Nondiscrimination  
GBA, Equal Opportunity Employment  
JB, Equal Educational Opportunities

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## **NONDISCRIMINATION**

Ware Public Schools does not discriminate based on a student's race, color, sex, religion, natural origin, sexual orientation or disability. Students have equal access for admission to school, courses and extra-curricular activities and will not be excluded for reasons of marriage or pregnancy. Students should be aware of the school's grievance procedure in the event students believe they are victims of discrimination. Please check with the principal.

No student shall engage in hazing or discriminate against another student based on a student's race, color, sex, religion, natural origin, sexual orientation or disability.

No one has the right to violate another student's civil rights. This rule is based on all students' rights to be free from verbal or physical attacks based on racial, ethnic or religious background, or their physical or mental disability and various forms of sexual harassment.

REF.: Student Handbook

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## NONDISCRIMINATION ON THE BASIS OF SEX

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

The School Committee 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, office address and telephone number of the compliance officer each year via student handbooks and yearly opening day employee convocation.

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 603 CMR 2600

CROSS REFS.: ACAB – GBAA Subcategories for Sexual Harassment  
AC – Subcategory of Nondiscrimination  
GBA – Equal Opportunity Employment  
JB – Equal Educational Opportunities

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## SEXUAL HARASSMENT POLICY

It is the policy of the Ware Public School Committee to maintain and promote a working environment and an educational environment free from all forms of sexual harassment. This policy is effective immediately and shall apply to all persons associated with this school system including, but not necessarily limited to, the School Committee, the administration, the staff and the students. All employees of the Ware Public Schools have the right to work in an environment free from sexual harassment. All students, of the Ware Public Schools, have the right to participate in an educational environment free from sexual harassment. Any person who engages in sexual harassment, while acting as a member of the school community, will be in violation of this policy.

In addition, the Ware Public School Committee affirms its commitment to maintain a work environment free of all forms of harassment and discrimination based on race, color, religion, sexual orientation, national origin, age, sex or disability. All members of the school community are expected to conduct themselves in an appropriate manner with courtesy and respect for others. Any harassment on the basis of a person's race, color, religion, sexual orientation, national origin, age, sex or disability will not be tolerated.

### I. WHAT IS SEXUAL HARASSMENT?

- A. Sexual harassment is a form of sex discrimination. Sexual harassment in the workplace or education environment is *unlawful* under both state and federal law and will not be tolerated. Likewise, retaliation against a person for reporting or cooperating with a sexual harassment investigation is also *unlawful* under both state and federal law and will not be tolerated
- B. In Massachusetts, the legal definition for sexual harassment is this:  
"sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
  - 1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or education or as a basis for employment or education decisions.
  - 2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment, constitute sexual harassment.

3. Sexual harassment is not limited to conduct by a male towards a female. The victim of sexual harassment may be either male or female. Likewise, a harasser may be male or female.

Sexual harassment is not, by definition, limited to prohibited conduct by a supervisor or administrator towards an employee. It can also involve conduct by one employee towards another, conduct between a staff member and a student, and conduct amongst students. In some cases, it may even involve persons who are not employees or students of the Ware Public Schools as the harasser or the victim of harassment. Sexual harassment can occur in the work setting and in the education setting. All such harassment is hereby prohibited.

## **II. EXAMPLES OF TYPES OF CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT**

The legal definition of sexual harassment is broad and in addition to these examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating or humiliating to male or female workers, students or other members of the school community, may also constitute sexual harassment.

**Be advised our policy prohibits conduct or behavior of an offensive or sexual nature that may go beyond what is prohibited by law. All sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature is considered inappropriate conduct in the work and education setting.**

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which violate our policy. The following examples may also constitute sexual harassment under the law, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Supervisor indicates to a subordinate that the subordinate's performance review will be affected by whether or not the subordinate is willing to date the supervisor.
- Supervisor tells an employee that he/she could be promoted if he/she grants certain sexual favors to the supervisor.
- Administrator demotes an employee because the employee refuses to share a bed with the administrator during an out of town conference.
- An employee is subjected to sexual remarks and/or whistles upon each visit to a particular work department. Over a period of time, the employee becomes reluctant to enter that department making it difficult for the employee to properly perform his/her duties.
- Teacher indicates to a student that the student's grades will be affected by whether or not the student is willing to date the teacher.
- Sexual advances - whether they involve physical touch or not,
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects or materials, including photographs drawings, cartoons, post cards, calendars, tapes, etc.;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Asking about or commenting on another person's sexual experiences or sexual orientation;
- Discussion of one's sexual activities;
- Making sexual gestures or body motions;
- Transmitting or accessing sexually explicit materials by computerized or other means;
- Making sexual comments or telling sexual jokes or stories;

- Touching, pinching, groping, kissing or patting the body of another person;
- Repeatedly asking a person for a date or to socialize outside of work/school after being informed such conduct is unwelcome;
- Exerting pressure on another person for sex or a romantic relationship; or
- Following, "shadowing" or stalking a person.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is *unlawful* and will not be tolerated.

### **III. RESPONSIBILITIES OF ALL EMPLOYEES AND PARTICIPANTS IN THE EDUCATIONAL COMMUNITY**

Each employee and each participant in the educational community, is personally responsible for ensuring that his/her conduct does not, in any way, sexually harass any other person he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. Each student, employee, supervisor, administrator and member of the school community is required to fully cooperate in any investigation of alleged sexual harassment. Further, supervisors and administrators are obligated to intervene and stop any sexual harassment they witness and to immediately report to their supervisor, in writing, any sexual harassment that is reported to them or they otherwise learn of. Each employee is obligated to immediately report, in writing, to his/her supervisor any sexual harassment of a student which the employee witnesses or learns about.

Any employee who receives a report of, or otherwise has knowledge of conduct prohibited by this policy, is required to report the conduct or incident immediately.

**IV. PROCEDURE FOR REPORTING SEXUAL HARASSMENT**

The following sexual harassment complaint procedure has been established to ensure prompt and effective investigation into allegations of sexual harassment.

- A. If an individual believes he or she is being sexually harassed or subjected to inappropriate conduct of a sexual nature, the individual should immediately:
  - 1. Firmly confront the harasser(s);
  - 2. State the conduct, which he/she objects to;
  - 3. Indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
  - 4. Insist that the person(s) engaging in the conduct stop the conduct immediately; and
  - 5. Report the harassment immediately in writing to one or more of the persons listed below.\*

If the employee is not comfortable with confronting the alleged harasser(s), the employee should immediately report the situation to one or more of the persons identified below\*

- B. After reporting the situation to one or more of the persons identified below\*, the person should immediately submit a written statement to the investigator detailing:
  - 1. the specific conduct objected to,
  - 2. the date(s) and time(s) such conduct took place,
  - 3. the name(s) of the alleged harasser(s),
  - 4. the location(s) where the conduct occurred,
  - 5. the name(s) of any witness(es), and
  - 6. any other details or information requested by the investigator.

The person should provide the investigator with any documentation (cards, notes, pictures, etc.) or other corroboration of the harassment which the employee may have.

**\*-EMPLOYEES OR STUDENTS WHO HAVE A COMPLAINT OF SEXUAL HARASSMENT, OR WHO WISH TO LEARN MORE ABOUT THE SUBJECT, MAY CONTACT THE SEXUAL HARASSMENT COMPLIANCE OFFICERS AT:**

ASSISTANT PRINCIPAL	or	ASSISTANT PRINCIPAL
SMK Elementary School		Ware High School
4 Gould Road		237 West Street
P.O. Box 240		P.O. Box 240
Ware, MA 01082		Ware, MA 01082
Telephone No. (413) 967-6236		Telephone No. (413) 967-6234 Ext. 1102

#### **V. INVESTIGATION OF COMPLAINTS**

Complaints of sexual harassment will be investigated promptly and acted upon in a timely manner.

The investigator will inform the alleged harasser(s) of the complaint, will interview the alleged harasser and require the alleged harasser to submit a detailed written response to each and every allegation of harassment. The investigator will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. The investigator will determine the proper sequence of the investigation in terms of interviewing the complainant, the witnesses and the alleged harasser.

If the investigator concludes that sexual harassment has occurred, the matter shall be immediately referred to the Superintendent of Schools or, when appropriate under the Education Reform Act, to the School Committee for appropriate disciplinary action and action will be taken promptly to eliminate the offending conduct.

#### **VI. CONSEQUENCES OF VIOLATING POLICY - DISCIPLINE & DISCHARGE**

Any employee, who violates this policy, will be subject to disciplinary action, which may range from reprimand, suspension without pay, demotion, *up to and including immediate discharge*. In appropriate circumstances, the Administration may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action, which may range from detention, suspension from schools, *up to and including expulsion from the Ware Public Schools*. In appropriate circumstances, the Administration may also refer the matter to law enforcement officials for possible prosecution.

**VII. CONFIDENTIALITY**

Investigations of sexual harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. The Ware Public Schools shall endeavor to keep such information as confidential, as it can without compromising the thoroughness of the investigation.

**VIII. NO RETALIATION FOR FILING A COMPLAINT OR COOPERATING WITH AN INVESTIGATION**

No employee or student shall be retaliated or discriminated against in any way for making a complaint of sexual harassment or for cooperating in the investigation of such a complaint.

**IX. IDENTITY OF STATE AND FEDERAL AUTHORITIES**

The Massachusetts Commission Against Discrimination (MCAD) enforces the state law prohibiting sexual harassment. The MCAD can be reached as follows, if you wish to file a formal complaint with them:

*Massachusetts Commission  
Against Discrimination*  
436 Dwight Street, Suite 220  
Springfield, MA 01103  
Telephone: (413) 739-2145

*Massachusetts Commission  
Against Discrimination*  
One Ashburton Place, Room 601  
Boston, MA 02108-1532  
Telephone: (617) 727-3990

The Equal Employment Opportunity Commission (EEOC) enforces the federal law prohibiting sexual harassment. The EEOC can be reached as follows, if you wish to file a formal complaint with them:

*Equal Employment  
Opportunity Commission*  
JFK Federal Office Bldg.

Government Center  
Room 475  
Boston, MA 02303  
Telephone: (617) 565-3200

*Equal Employment  
Opportunity Commission*  
1801 L Street, NW

Washington, D.C. 20507  
Telephone: (202)-663-4900

## BEHAVIORS WHICH ARE NOT ALLOWED\*

### Verbal/Nonverbal/Written

- Use of put-downs, insults, name calling, swearing or offensive language
- Screaming or yelling at another
- Making threats, being intimidating or getting friends to threaten or scare another (i.e. bullying)

### Physical

- Hitting, punching, pinching, pushing, shoving, grabbing, slapping, kicking, choking, pulling hair, biting, throwing things, arm twisting
- Intimidation, blocking exits, punching walls, knocking things around
- Damaging or destroying another's property
- Restraining, pinning someone to the wall, blocking their movements
- Using weapons
- Stalking

### Sexual

- Name calling of any kind
- Cat calls or other offensive noises or whistling
- Spreading sexual gossip or graffiti
- Comments about a person's body or unwanted verbal or written sexual comments
- Staring or leering with sexual overtones, sexual gestures
- Forcing obscene materials on others
- Pulling off or lifting clothes to expose private parts
- Rape or attempted rape

### \* Please Note:

*This list of behaviors which are not allowed (i.e. prohibited behaviors) is for illustration purposes only and is not intended to be an exhaustive list of prohibited conduct under the Sexual Harassment Policy. The list is intended to provide general information and the Administration retains the right to determine the appropriate consequences for improper conduct in violation of this policy based on the facts and circumstances of each case regardless of where an offense may fall on the list.*

**ACKNOWLEDGMENT OF RECEIPT  
OF SEXUAL HARASSMENT POLICY**

I HEREBY ACKNOWLEDGE I HAVE RECEIVED A COPY OF THE SEXUAL HARASSMENT POLICY. I UNDERSTAND IT IS MY OBLIGATION TO IMMEDIATELY READ THE POLICY AND ABIDE BY THE POLICY AT ALL TIMES.

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**DATE**

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**STUDENT'S SIGNATURE**

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**STUDENT'S NAME  
(PRINT/TYPE)**

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## **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 school system'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 school system or be subject to discrimination. Nor shall the school system 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 school system.

### **Reasonable Modification**

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

### **Communications**

The school system shall take the appropriate steps to ensure communications with applicants, participants and members of the public with disabilities are as effective as communications with others. To this end, the school system 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 school system. In determining what type of auxiliary aid or service is necessary, the school system 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, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, brailled 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 school system is not required to take any action 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 school system, shall be made by the School Committee after considering all resources available for use in funding and operating the program, service or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

**Notice**

The school system shall make available to applicants, participants, beneficiaries and other interested persons, information regarding the provisions of Title II of the Americans With Disabilities Act (ADA) and its applicability to the services, programs or activities of the school system. 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.

**Compliance Coordinator**

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

LEGAL REFS.:      Rehabilitation Act of 1973, Section 504  
                      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  
                      Board of Education Chapter 766 Regulations, adopted 10/74, as  
                      amended through 3/28/78

CROSS REFS.:      ACAB – GBAA Subcategories for Sexual Harassment  
                      AC – ACA Subcategories of Nondiscrimination  
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## **EDUCATIONAL PHILOSOPHY**

The Ware School District is committed to the attainment of excellence at all levels in a supportive environment that fosters self-respect. We emphasize and encourage the growth of all individuals as caring human beings. It is essential that this commitment be through a mutual effort by the community, educators and students.

We believe we can ensure our expectations of excellence with an individualized, supportive approach that maximizes personal effort and fosters a respect for the value of a lifelong learning process. This approach will encourage effort, individuality, critical thinking and problem solving, while instilling a positive self-image. We are dedicated to providing a diverse, dynamic and creative learning environment.

Ultimately, our purpose is to develop mature, inquisitive individuals prepared to face the future.

## SCHOOL SYSTEM GOALS AND OBJECTIVES

The entire school community is responsible for ensuring that all students will:

1. Express themselves clearly, through speaking and writing and understand the ideas of others, through listening and reading competently.
2. Demonstrate critical and creative thinking by being able to make predictions, form judgments, draw conclusions and solve problems.
3. Be sensitive to the aesthetic aspects of life exposure to art, music, literature and drama.
4. Be responsible for their own actions, understand the consequences of these actions and observe the rules of safety and behavior. This includes knowledge of, and the prevention of, substance abuse.
5. Cultivate their natural sense of curiosity and acquire a life-long commitment to learning.
6. Participate in both structured and recreational physical activity to promote general well-being and health awareness.
7. Respect each other for their similarities, talents, differences and beliefs.
8. Acquire skills and attitudes necessary for group dynamics, social interaction and cooperative learning.
9. Act with flexibility and adaptability in coping with personal, social and technological change.
10. Comprehend the value of their self-worth and develop an appreciation of the differences between us all.
11. Identify and cultivate their own spiritual, moral and ethical values and attitudes.
12. Acquire the knowledge and understanding of how our democratic society functions, in theory and practice, and respect and exercise the rights and responsibilities of good citizenship.
13. Acquire an understanding of social, physical and biological systems, and develop attitudes and behaviors leading to intelligent interaction with the environment.
14. Demonstrate the capacity to influence their own destiny.

## SCHOOL SYSTEM GOALS AND OBJECTIVES ELEMENTARY

### I. Mission Statement

Our mission at Stanley M. Koziol Elementary School is to provide a learning environment that's connecting children and adults of diverse ages, cultures and talents in a nurturing, joyful atmosphere.

Our school is the center of an educative community where everyone is responsible for their self and others and contributes something special to the wellness of our world.

### II. SMK Elementary Goals

*Our Goals Are Simple:*

- Respect Each Other
- Communicate With Each Other
- Involve Each Other
- Support Each Other
- Do Your Best
- Be Responsible For Academic Achievement
- Behave
- Organize Yourself
- Improve Personal Skills
- Involve Parents
- Involve The Community
- Share
- Be Courteous
- Have a Sense of Humor

### III. SMK Elementary Core Values

Core values are beliefs that guide us on a daily basis. These values were established by administrators, teachers, staff, and parents. All students, teachers, and staff in the school must know, understand and practice that *we are committed to these core values!!*

- Maintenance of a *safe, orderly environment* which promotes learning.
- Adherence to a clear and focused *mission* that guides our school improvement efforts.
- The *expectation* among staff, parents and students themselves that individual pupils are capable of *intellectual growth* and *moral development*.
- A daily conscious effort to strengthen the *self-esteem* of all and to create a sense of *caring* and *belonging* throughout the school.
- Respect for the *individual needs and learning styles* for children so that they can receive the maximum benefits of an education; this can be *promoted by flexibility* in teaching techniques.
- A commitment to *quality and excellence* in everything we do as individuals and as a school.
- Promote, practice, and value open and honest *communication* everywhere and always.
- Enthusiastically advance our school by supporting *innovation and technology*.
- *Individual responsibility* is strongly supported.
- Acknowledge, *support and respect* the rights and responsibilities of *parents* in the education of their children.

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## **SCHOOL SYSTEM GOALS AND OBJECTIVES MIDDLE SCHOOL**

At the Ware Middle School, the educational program involves the middle (intermediate) grades.

Instruction for these grades is based upon grade-level standards based on individual student needs.

The Ware Middle School shall strive toward the philosophy that every young American is entitled to "quality education" (the best the community can afford), as part of a commitment by this Town and Nation to its young. In light of this, the main purpose of the Ware Middle School is to provide for the personal development and social progress of the individual, coupled with the enrichment and preservation of a democratic society.

The educational program shall express the great American principle of equality of opportunity and arrange for the recognition of individual differences.

### **GOALS**

1. Prepare the student with emphasis upon the three "R's."
2. Develop values and appreciations for optimum self-realization and a sense of self worth in the students.
3. Develop appropriate attitudes for effective peer relations.
4. Guide the student in determining realistic goals and personal plans.
5. Transmit and develop an awareness of cultural heritage, as well as our place in the world today...individually as a nation.
6. Create an intellectual and social atmosphere (student-centered).
7. Strive for a spirit of inquiry characterized by an exciting rapport between students, teachers, and the administration through a joint commitment to learning.

REF.: Middle School Handbook

Adoption Date: July 17, 1997  
Revision Date: September 12, 2007  
Last Date Reviewed: September 12, 2007

## **SCHOOL SYSTEM GOALS AND OBJECTIVES HIGH SCHOOL**

### **PHILOSOPHY**

The educational philosophy of Ware High School is based on respect, responsibility and equal opportunity for all. Respect means for self, for others, and for scholarship within an environment that allows for a variety of teaching and learning experiences. Responsibility inherently implies accountability for decisions and actions and their consequences. Equal opportunity provides for engaging in activities, which promote maximum intellectual and personal growth. To these ends, Ware High School is committed to striving for excellence in the development of skills, knowledge, attitudes and values that will provide our students with the means to respond knowledgeably to the demands of life and the flexibility to adapt to continuous change.

We believe that education must prepare students to develop their potential and to participate fully in society by acquiring a sense of self-worth and identity with school, community and society as a whole. We recognize that the school community must foster a supportive environment which encourages effort, individuality, critical thinking, and problem-solving skills that will enable the individual to continue learning independently long after classroom instruction has ended.

### **GOALS AND OBJECTIVES**

The entire school community is responsible for providing opportunities for all students to:

1. Express themselves clearly through speaking and writing and understand the ideas of others through listening and reading competently.
2. Demonstrate critical and creative thinking by being able to make predictions, form judgments, draw conclusions, and solve problems.
3. Be sensitive to the aesthetic aspects of life by exposure to art, music, literature, and drama.
4. Be responsible for their own actions, understand the consequences of these actions and observe the principles of healthful living.
5. Cultivate their natural sense of curiosity and acquire a life-long commitment to learning.
6. Participate in both structured and recreational physical activity to promote general well-being and health awareness.
7. Respect one another for their similarities, talents, differences, and beliefs.

8. Acquire skills and attitudes necessary for group dynamics, social interaction, and cooperative learning.
9. Adapt and be productive in a changing technological age.
10. Acquire the background and skills necessary to be successful in higher education or in the work place.
11. Cultivate a positive self-image.
12. Acquire the knowledge and understanding of how our democratic society functions in theory and practice, and respect and exercise the rights and responsibilities of good citizenship.
13. Acquire an understanding of social, physical, and biological systems and develop attitudes and behaviors leading to intelligent interaction with the environment.
14. Pursue special interests through participating in the co-curricular and extra-curricular program.

REF.: High School Handbook

Adoption Date: July 17, 1997  
Revision Date: September 12, 2007  
Last Date Reviewed: September 12, 2007

**STUDENT/STAFF USE AND/OR ABUSE  
OF CONTROLLED SUBSTANCES**

Pursuant to the Drug-Free Workplace Act of 1988 and any other appropriate State or Federal Legislation, the Ware School Committee recognizes that it has a duty to take reasonable and responsible measures to prevent the introduction of any and all drugs that may be recreationally used and/or abused into the school environment and to take prompt remedial action should we learn that it has occurred. The term “drug” in this policy applies to, but is not limited to, the following: alcohol, marijuana, amphetamines, barbiturates, cocaine, heroin, codeine, hashish, LSD, methadone, organic solvent (glue, cleaner, aerosols), peyote, mescaline, etc., and any and all prescription medication improperly obtained from home or through non-medical transactions (although this does not include any legally obtained prescription or over-the-counter stop-smoking products). There will be absolutely no use of tobacco products (to include, but not be limited to, cigarettes, cigars, rolling papers, chewing tobacco, smokeless tobacco) of any kind on school grounds at any time by students and staff. Violators will be subject to student suspension and disciplinary action for staff. In addition, it should be made clear that students and faculty will be disciplined for possession or use of any of the substances heretofore described. For purposes of clarification, the use and/or abuse of such substances shall be prohibited in school buildings, in school facilities, on school grounds, on school buses at any time or at any school-sponsored event. The Ware School Committee further needs to encourage the school and the community to cooperatively develop and conduct programs that provide every child with a good understanding of the physical, psychological, and social dangers associated with drug abuse. The school administration will work cooperatively with police, medical and social agencies, and other community organizations, in the matter of drug education and drug abuse and prevention.

The Ware School District shall establish and maintain a referral system for any student enrolled in the school and seeking help with a personal problem that involves drug usage. The Ware School District recognizes that rehabilitation and education are the most significant factors in helping individuals. To this end students will have a curriculum that gives proper attention to the issues of drug abuse. All Ware School District faculty and staff shall hold confidential any and all student requests for referral to drug rehabilitation.

The Superintendent of Schools will develop guidelines and procedures, which shall provide a system of discipline and support services for students who possess, use, distribute, or sell drugs on school property and school buses or at any event sponsored by the school system. Such regulations are intended to discipline transgression of school rules, protect non-users of drugs and provide help for drug abusers.

This policy does not create regulations but does provide guidelines and establishes a framework for authority by which those regulations are supported. The administration is guided by the following:

1. Where there is evidence of a violation of this policy, the administration will conduct a thorough investigation of any student/staff, his/her locker or possessions..
2. Where there is evidence of violation of this policy, the administration will notify the parents of the student and the proper authorities for every infraction.
3. Evidence of possession and/or distribution of drugs will be referred to the police department but this shall not, in any way, diminish the right of school officials to take disciplinary action and/or make referral for rehabilitation.
4. “Under the influence” shall mean having made use of any substance prohibited under this policy and includes but is not limited to any perceptible degree of impairment of a student’s functioning.
5. A violation of this policy will be considered grounds for suspension and/or expulsion from school.
6. The Ware School District recognizes that parents have rights and responsibilities in matters that affect their children. The administration will take reasonable measures to notify students’ parents immediately whenever their children are found to be in violation of this drug policy or other drug regulations.
7. Persons who knowingly support or conceal the use, possession of, or distribution of drugs on school grounds shall be deemed to have violated school regulations and shall be subject to disciplinary action.
8. In matters involving student suspension and/or expulsion, the Ware School District will adhere to the district’s discipline policies and procedures.
9. Any employee who violates this policy shall be subject to disciplinary action per collective bargaining agreement.

Specifically regarding the use and abuse of non-medicinal tobacco products, it shall be the policy of the Ware School Committee that:

- The school curriculum shall include information on the health risks associated with the use of tobacco products.
- Signs shall be posted at each school building indicating that smoking is prohibited by policy and requirements of state law.
- Any student who violates this policy shall be subject to student disciplinary procedures up to, and including, expulsion.
- Copies of this policy are available upon request from the principal of each school.
- This policy shall be promulgated to all staff and students in appropriate handbooks and publications.

LEGAL REF: M.G.L. 71:37H  
M.G.L. 272:40A  
CROSS REF: JIH, Interrogations and Searches

Adoption Date: July 17, 1997  
Revision Date: August 15, 2007  
Last Date Reviewed: September 12, 2007

## **C.O.R.I. REQUIREMENTS**

It shall be the policy of the Ware 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 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 or his/her 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 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 or his/her 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 or 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.

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 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, persons 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 attached) 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 any 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.

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 REF: M.G.L. 71:38R, 151B, 276, ss.100A, St2002, 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)

Adoption Date: February 1, 2006  
Revision Date: September 12, 2007  
Last Date Reviewed: September 12, 2007

## C.O.R.I. REQUIREMENTS

**Employers may ask the following series of questions:**

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
4. If the answer to question number 3 above is “yes” please state whether you were convicted *more than five years ago* for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c. 276, & 100A.

**It is unlawful for an employer to make any inquiry of an applicant or employee regarding:**

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.

3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting therefore, whichever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his failure to recite or acknowledge such information as he has a right to withhold by 804 CMR 3.02.

Adoption Date: February 1, 2006  
Revision Date: September 12, 2007  
Last Date Reviewed: September 12, 2007

## 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.



## Ware Public Schools Wellness Policy

### STUDENT NUTRITION & PHYSICAL ACTIVITY

#### Policy Intent/Rationale:

The Ware Public Schools promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

The following guidelines are geared toward teaching children and families to make better choices. We encourage parents to follow these guidelines as much as possible. The intent is to have teachers, administrators and staff act as facilitators of the guidelines addressed in this policy, rather than enforcers. The emphasis will be on educating families and staff to voluntarily make better choices.

#### The goals of this policy are to:

- A. *Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.* The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low nutrient foods to support school programs.
- B. *Support and promote proper dietary habits contributing to students' health status and academic performance.* All foods available on school grounds and at school-sponsored activities are encouraged to meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.
- C. *Expand opportunities for students to engage in physical activity.* A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be offered throughout the school's education program from grades K through 12. Physical activity should include regular instructional physical education, in accordance with The Massachusetts Physical Education Framework, as well as co-curricular activities, and recess.

D. *Establish and maintain a district-wide School Wellness Advisory Committee with the purposes of:*

- developing guidance to explicate this policy
- monitoring the implementation of this policy
- evaluating policy progress and reporting results to the School Committee on an annual basis
- serving as a resource to school sites
- revising policy as necessary
- ensure consistent healthful choices among all school venues that involve the sale of food.

## **STUDENT NUTRITION**

### ***The School Breakfast/Lunch Programs:***

- The full meal school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs.
- The School Food Service Program provider will strive to follow the Mass Action for Healthy Kids Nutrition Standards <[www.ActionForHealthyKids.org](http://www.ActionForHealthyKids.org)> when determining the items in a la carte and “competitive foods” sales.
  - A la Carte and “competitive foods” items that do not meet the Mass Action for Healthy Kids Nutrition Standards may be acceptable when offered on a very infrequent, intermittent basis.

### **Cafeteria Environment:**

- A cafeteria environment that provides students with a relaxed, enjoyable climate shall be developed.
- The cafeteria environment is a place where students have:
  - Adequate space to eat in clean, pleasant surroundings;
  - At least 20 minutes to eat lunch meals
  - Access to hand washing or hand sanitizing facilities before meals.

**Fundraising:**

- All fund raising projects that occur on school grounds, where the sale of the product will result in the consumption of the product before or *during* the instructional day must follow the Mass Action for Healthy Kids Nutrition Standards when determining the items being sold.
- All Fund raising projects for sale and consumptions *after* the instructional day are strongly encouraged to follow the Mass Action for Healthy Kids Nutrition Standards.
- Organizations operating concessions at school functions will be encouraged to include healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students. All organizations will be provided with a copy of the Mass Action for Healthy Kids Nutrition Standards.
- In compliance with federal code 7 CFR 210 "... such rules or regulations shall prohibit the sale of foods of minimal nutritional value.... in the food service areas during meal periods." The sale of other competitive foods may be permitted during meal periods, on occasion, with the approval of the food service director.

**Teacher-to-Student Incentive:**

The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to utilize food items as an incentive, they are required to adhere to the Mass action for Healthy Kids Nutrition Standards (copies of the standards will be available as a resource to faculty and staff).

**Classroom Parties/Group Snack**

- At the elementary level, there should be one adult from each classroom/organization in charge of making sure a variety of foods, including healthy foods, are offered at school/classroom functions.
- No candy will be allowed in the classrooms (except for special occasions at the discretion of the Building Principals).
- Only 100% juice, milk or water will be available to students at the elementary and middle school level.
- It is recommended that classroom parties for holidays and other special occasions be limited to one dessert item, with the emphasis on low fat or healthier baked goods.
- Parents will be provided with a list of suggested healthy snacks to send in for classroom snack or parties.
- It is recommended that Birthdays be celebrated with non-food items (such as pencils, stickers, donating a book to the school library). If a parent wishes to celebrate a birthday with a food item, they are encouraged to select something from a list of healthy alternatives provided to households at the beginning of the year.

**Food Allergies:**

It is recognized by the Ware Public Schools that food allergies can pose a serious risk to certain students; therefore the following recommendations have been developed.

Food sent in to school for the consumption of *more than one student cannot contain nuts or nut oils.*

- The school may prohibit specific food products from entering the classroom or may prohibit home baked food items from celebrations.
- A peanut free eating area will be provided in each school as needed.
- Information about students' food allergies will be kept in the classroom. These foods will not be used for class projects, arts, crafts, science experiments, cooking or other projects.
- With parental permission, a letter will be sent home with classmates to inform families of specific classroom allergies and restrictions.

**Healthy Lifestyle/Family Activity Information:**

- Healthy lifestyle information will be available to parents beginning at the elementary level. This information may be provided in the form of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.

**Staff Nutrition & Physical Activity Education:**

*With the purposes of:*

- Encouraging all school staff to improve their own personal health and wellness
- Improving staff morale
- Creating positive role modeling
- Building the commitment of staff to promote the health of students
- Building the commitment of staff to help improve the school nutrition and physical activity environment.

## **DISTRICT NUTRITION STANDARDS**

### ***Nutrition Standards Intent/Rationale:***

The Ware Public Schools strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

### **Food:**

- Encourage the consumption of nutrient dense foods, i.e. WHOLE GRAINS, FRESH FRUITS, VEGETABLES, and DAIRY PRODUCTS.
- Foods not included in a USDA approved meal pattern for sale prior to the start of the school day and throughout the instructional day, will have no more than 30% of its total calories derived from fat.
- Foods not included in a USDA approved meal pattern for sale prior to the start of the school day and throughout the instructional day, will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds with minimal added fat in processing (no more than 3 grams of added fat per 1.75 ounce or less package size) are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.
- Sales of candy will not be permitted on school grounds.

### **Beverages:**

- In the Elementary school, only milk and 100% juice or water in 8 oz or less will be offered. Milk is required for all lunches. 100% Juice or water may be offered in 8 oz or less for sale on an a la carte basis
- In the Middle school, only milk, 100% juice, or water in 12 oz containers or less will be offered. Milk is required for all lunches. 100% juice or water in 12 oz containers or less may be offered for sale on an a la carte basis.
- In the High school, beverages in 12 oz containers or less will be offered. Milk, water or flavored waters can be sold in any size. The emphasis will be on offering milk, water and 100% juice products.
- The District will phase out all school-sponsored sales of “soda” products by 2008. Organizations selling beverages on school grounds will be required to provide a healthy alternative to any “soda” products offered at competitive prices.

## **STUDENT PHYSICAL ACTIVITY**

### ***District Physical Activity Goal:***

The Ware Public Schools shall provide physical activity and physical education opportunities, aligned with the Massachusetts Education Framework, that provide students with the knowledge and skills to lead a physically active lifestyle.

### **The Ware Public Schools shall utilize the following Implementation Strategies:**

1. Physical education classes and physical activity opportunities will be available for all students.
2. Physical activity opportunities shall be offered daily during or after school. These opportunities could include recess, physical education class, athletics, intramural or after school programs.
3. As recommended by the National Association of Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
  - Expose youngsters to a wide variety of physical activities
  - Teach physical skills to help maintain a lifetime of health and fitness
  - Encourage self-monitoring so youngsters can see how active they are and set their own goals
  - Individualize intensity of activities
  - Focus feedback on process of doing your best rather than on product
  - Be active role models
4. Introduce developmentally appropriate components of a health-related fitness assessment, (e.g. FitnessGram, Physical Best or President's Council) to the students at an early age to prepare them for future assessments.