



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

DATE: Tuesday August 5, 2025 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at langj@chelmsford.k12.ma.us prior to 12:00 p.m. on Tuesday August 5, 2025 to be scheduled to provide in-person input under the public participation portion(s) of the agenda.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of July 22, 2025

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

PUBLIC COMMENTS:

The School Committee will hear from members of the public on items listed under New Business on the posted agenda. Speakers are asked to limit comments to 3 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments when the item is reached on the agenda.

NEW BUSINESS

1. FY2025 School Facility Work Order Summary: 4th Quarter (April – June, 2025)
2. FY2025 End of Year Budget/Financial Report – Final
3. 2024/25 Superintendent's Performance Evaluation

4. Approval of 2025/26 Student Handbook & Addendum Updates
5. FY2026 Recommended Budget Transfers
6. School Committee Policy Updates

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

The School Committee will hear from members of the public on general matters of education interest. Speakers are asked to limit comments to 3 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments at future meetings.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
July 22, 2025
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Maria Santos (Vice Chair), Ms. Diana Lebeaux (Secretary), and Ms. Susan Mackinnon. Mr. John Moses is absent tonight.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business & Finance)

Call to Order

Mr. King called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

"This meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. In-person public participation will be taking place tonight in accordance with the Chelmsford School Committee Public Participation Policy. Anyone speaking tonight during the public input portion of this meeting has notified the superintendent's office of their desire to speak and has been provided with these guidelines. Upon request written comments received no later than 12:00 p.m. on the day of this meeting will also be read and made part of the record of the meeting during the second public comment session."

CONSENT AGENDA

1. **Approval of the minutes of the regular school committee meeting of June 17, 2025**
2. **Approval of the minutes of the regular school committee meeting of June 27, 2025**

Ms. Santos motioned to approve the minutes of the regular school committee meeting of June 17, 2025. Ms. Lebeaux seconded. Motion carries 4-0.

Ms. Santos motioned to approve the minutes of the regular school committee meeting of June 27, 2025. Ms. Lebeaux seconded. Motion carries 4-0.

GOOD NEWS

Dr. Hirsch described the Fourth of July Parade as "amazing"! The bubble machine was a huge success!

PUBLIC COMMENTS:

None

NEW BUSINESS

1. 2024/25 End-of-Year Academic Update

Dr. Hirsch shared data from iReady for both math and reading with comparisons to national and state benchmarks as well as student goals and placements for the new school year. In math the overall Chelmsford scores are higher than the state and national scores. This is true also of Chelmsford's MCAS scores. Comparing the data from spring to spring shows stability over the past three years with most grades, especially 2 and 3, showing upward trends with the new math curriculum. We seek more improvement in the transition from grades 7 to 8. From fall to spring data shows strong progress in grades 1 and 3. Grades 5 and 6 show significant improvement moving into grade level placement. More improvement is needed in grade 8.

Again, in reading Chelmsford students perform higher than the state and national levels. Larger gaps are seen in grades 7 and 8 but scores are still higher than the national and state scores. Spring to spring data has been positive for the past three years. K, 1, 2 and 3 show large gains. More focus on reading will be directed at 7 and 8 to keep them reading as they prepare to enter CHS. Fall to spring for reading the gains are great for the younger grades with improvements in 6 and 7.

Next, she presented data to show what growth is happening. 100% of growth represents one school year. From fall to spring all Chelmsford elementary and middle schools scored in the high quadrant of growth and performance...over 100% in math! District wide the typical growth is 117%! The Strategic Plan focuses on three groups for students: special education students; ELL students and economically disadvantaged students. Any groups whose growth is less than 100% are not achieving one full year of growth and are thus falling behind. This past year special education students (those on IEPs) grew 96%. ELL growth reached 117% while economically disadvantaged made 100% growth. This is the second year of tracking growth so after next year we will have three years of data and be able to see "trends".

In reading the elementary and middle schools also showed high growth and performance. There was 135% typical growth in reading! As with math grade 8 lags behind the other grades. This is being assessed to plan on addressing it. Special education growth was at 113%. ELL students showed growth at 131% while economically disadvantaged students showed growth of 121%.

To fully appreciate this detailed presentation with the many accompanying slides and Committee discussions please watch it on Chelmsford Telemedia YouTube.

2. 2024/25 CPS Year-in-Review

Dr. Lang included a memorandum in tonight's agenda packet and spoke of the many highlights of this past school year. The summary of these are included in The Town Meeting Booklet yearly. This was a strong financial year. Food services sales are increasing providing more revenue to help with the costs of capital projects. The School Choice funding provides money for the 1:1 initiative and continues to have a robust balance of around \$3.2 million! Town Meeting supported our budget of \$75.5 million for the coming school year. All four contracts were ratified overwhelmingly before the close of the school year! The Parker Building project is

moving along with our being included in The Feasibility Study by MSBA. “Left Field” has been hired as our OPM and the designer/architectural will be hired by mid-September. The configuration of the new school should be decided by the Town by the end of 2025 with community forums to be held throughout the fall. Based on recommendations for safety and security made by the Ed Davis Group, secure entrances to the schools as well as the district-wide radio systems are in place. DMGroup continues to guide us through our Strategic Plan meeting with working groups every six weeks. Refinement of the paraprofessional roles and responsibilities continues to be a priority. The chair added that this information will be valuable to The Committee while working on the Superintendent’s Evaluation which should be submitted to Mr. King by the end of July.

3. FY2025 End-of-Year Budget Report – Preliminary

Ms. Johnson-Collins included a memorandum and supporting data in tonight’s packet providing a preliminary fourth quarterly update. The final numbers will be presented in August. We have spent about \$73 million and have about \$800,000 in open encumbrances with \$256 available.

4. Update on Federal Grants

Ms. Johnson-Collins included a memorandum in the packet tonight providing up-to-date information on federal grants as well as USDA reimbursement for food service. The memorandum clearly details what is known as of this date regarding federal grants, some of which are “uncertain, delayed or under review”. Some of these grants **may not be funded** for the upcoming school year. Dr. Lang spoke to how this lack of funding will be handled and will continue to update The Committee as updates and alerts are received.

5. Cell Phone & Social Media Use Survey Results: Teacher Responses

Tonight’s packet includes the preliminary results of teacher responses to the survey given near the end of the school year. The data will be used for conversations regarding cell phone and social media use beginning with tonight’s meeting and continuing on during the upcoming school year. 240 teachers responded! Going forward we may be able to compare our responses to regional and national responses thanks to Professor Walsh at Boston University. Narrative responses were summarized by elementary, middle and high school teachers’ responses and are included in tonight’s packet. As he shared the responses tonight, Dr. Lang welcomed comments and discussion from The Committee. Questions included: social media platforms; problems with cell phone usage at school; banning cell phones during the school day; knowledge of student handbook guidelines; as well as possible social media “addictions”.

6. Cell Phone & Social Media Use Survey Results: Family/Parent Responses

It is important to note that legislation on these issues is being discussed by The State which may be enacted in the coming school year.

To fully appreciate the results of both surveys and The Committee’s discussions, please view this segment of tonight’s meeting on Chelmsford Telemedia YouTube. Dr. Lang then moved to the family/parent survey results to which there were almost 2,000 responses! The questions were similar to those in the teacher survey as mentioned above in item #5. Again, narrative

responses were summarized and included. Recommendations from the two surveys were fairly consistent. After tonight, Dr. Lang will be sharing the survey results with staff and administrators as well as the broader community. Dr. Lang would like to see consistent approaches in enforcement of handbook guidance. Discussion on both surveys took place for quite some time during tonight's meeting. Future discussions will take place during the new school year including working again with Professor Walsh from BU.

7. Approval of 2025/26 Student Handbook & Addendum Updates

In tonight's agenda packet Dr. Hirsch has included the 2025/26 Student Handbook and the CHS Addendum with proposed changes in red or blue print. Some of the changes were made due to changes in law but most were just language "clean up". Most of the CHS Addendum changes involved: "Duel Enrollment"; "Innovation Pathways"; clarifications on "Blocks"; field trips; conduct and discipline; gender identity and anti-discrimination updates; athletic eligibility; safety/security; and communication. On page 5 of the Student Handbook language changes are requested. On page 20 of the Student Handbook a change is recommended to read "cell phone/communication device". Dr. Hirsch will make the requested changes in the handbook update. She will email the changes to The Committee.

Ms. Santos motioned to approve the 2025/26 Student Handbook as presented with the amendments/suggested changes. Ms. Lebeaux seconded. Motion carries 4-0.

Ms. Santos motioned to approve the Chelmsford High School Addendum with the recommended changes. Ms. Lebeaux seconded. Motion carries 4-0.

8. Approval of 2025/26 Employee Handbook Updates

Dr. Lang indicated there were few changes made to this handbook. The hyperlinks will redirect to the recently approved contracts.

Ms. Santos moved to approve the updated Employee Handbook as presented. Ms. Lebeaux seconded. Motion carries 4-0.

9. Private School Approval Process and Request for Consideration

An application for Private School Approval for the Drake Academy of Excellence has been submitted to The Committee for consideration this evening. Dr. Lang stated that DESE has a checklist for districts to use when approving new schools. He has included this information and indicated and discussed with The Committee which items have been met for the proposed school and which have not. He noted that four criteria of 13 have not been met at this time. When these are all met they may submit their final application packet for approval. Dr. Lang encourages members of The Committee to visit the site. Dr. Lang will advise Drake Academy of additional criteria to be met as well as information to be provided before their application will be ready for approval prior to The Committee's next meeting on August 5, 2025.

10. Personnel Report: June 2025

No action required. Hiring is going well!

REPORTS

1. Liaison Reports

The Chair shared that the Building Committee has received proposals from six designers which are currently being reviewed. The end of August a meeting will be held with MSBA where two or three will be selected for interviews to be held in September. Also, the South Row project is “good to go” and will be done next summer and includes solar panels. Elevator projects are being worked on. Other summer projects are underway.

ACTION/NEW ITEMS

Dr. Lang will provide an update on enrollment numbers at the next meeting. An AI policy is in the working stage.

PUBLIC COMMENTS:

None

ADJOURNMENT at 8:47 p.m.

Ms. Santos motioned to adjourn. Ms. Lebeaux seconded. Motion carries 4-0.

Respectfully submitted,

Sharon Giglio, Recording Secretary

ENGINEERING 978-250-5228
FACILITIES 978-250-5228
HIGHWAY 978-250-5270
TRASH/RECYCLE 978-250-5203



PARKS 978-250-5228
SEWER 978-250-5233
STORMWATER 978-250-5228

DEPARTMENT OF PUBLIC WORKS

9 Alpha Road
Chelmsford, MA 01824

Christine Clancy, P.E.
Director

Telephone: 978-250-5228
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MEMORANDUM

Date: 8/1/25

To: Dr. Jay Lang, Superintendent

From: C. Clancy, DPW Director

Cc: Mr. Paul Cohen, Town Manager; Matthew Schweitzer, Facilities Manager

Subject: FY25 Q4 School Work Order Summary

This memorandum provides a summary of the school work order completions for the fourth quarter in FY25 (April 1, 2025 to June 30, 2025) and the annual total reporting for FY25.

The DPW Facilities Division works closely with the School Department in the maintenance of the Town's nine school buildings. The routine maintenance and other repair needs are tracked and prioritized utilizing a work order database that is accessed by both the DPW and the School Department. The requests are tracked through 21 various trade categories. Work Order requests are often requested through the School Custodians and Principals but are also generated by the DPW Facilities Team. Work Orders are reviewed for completion and closed out as once the task has been completed. Larger capital or other necessary projects are not typically tracked through the Work Order Database.

In the fiscal calendar year FY2025 Quarter 1 (July 1, 2024 to October 1, 2024), a total of 431 school work orders were generated or closed through the Town's work order database. Approximately 83%, or 346 work orders of the school work orders, have been completed and closed.

In the fiscal calendar year FY2025 Quarter 2 (October 1, 2024 to December 31, 2024), a total of 353 school work orders were generated or closed through the Town's work order database. Approximately 93%, or 330 of the school work orders have been completed and closed.

In the fiscal calendar year FY2025 Quarter 3 (January 1, 2025 to March 31, 2025), a total of 319 school work orders were generated or closed through the new Town's work order database, Asset Essentials. Approximately 80%, or 254 of the school work orders have been completed and closed.

In the fiscal calendar year FY2025 Quarter 4 (April 1, 2025 to June 30, 2025), a total of 437 school work orders were generated or closed through the new Town's work order database, Asset Essentials. Approximately 72%, or 314 of the school work orders have been completed and closed.

In summary of the FY25 annual work orders, a total of 1,540 work orders were generated through the work order system and approximately 81%, or 1,244 work orders were completed and closed.

The following chart and graph depicts the total number of school work orders for each school and both the number and percent complete for each location completed in FY25, Q4.

Figures 1 and 2: FY25, Q4 School Work Order Summary (by Location)

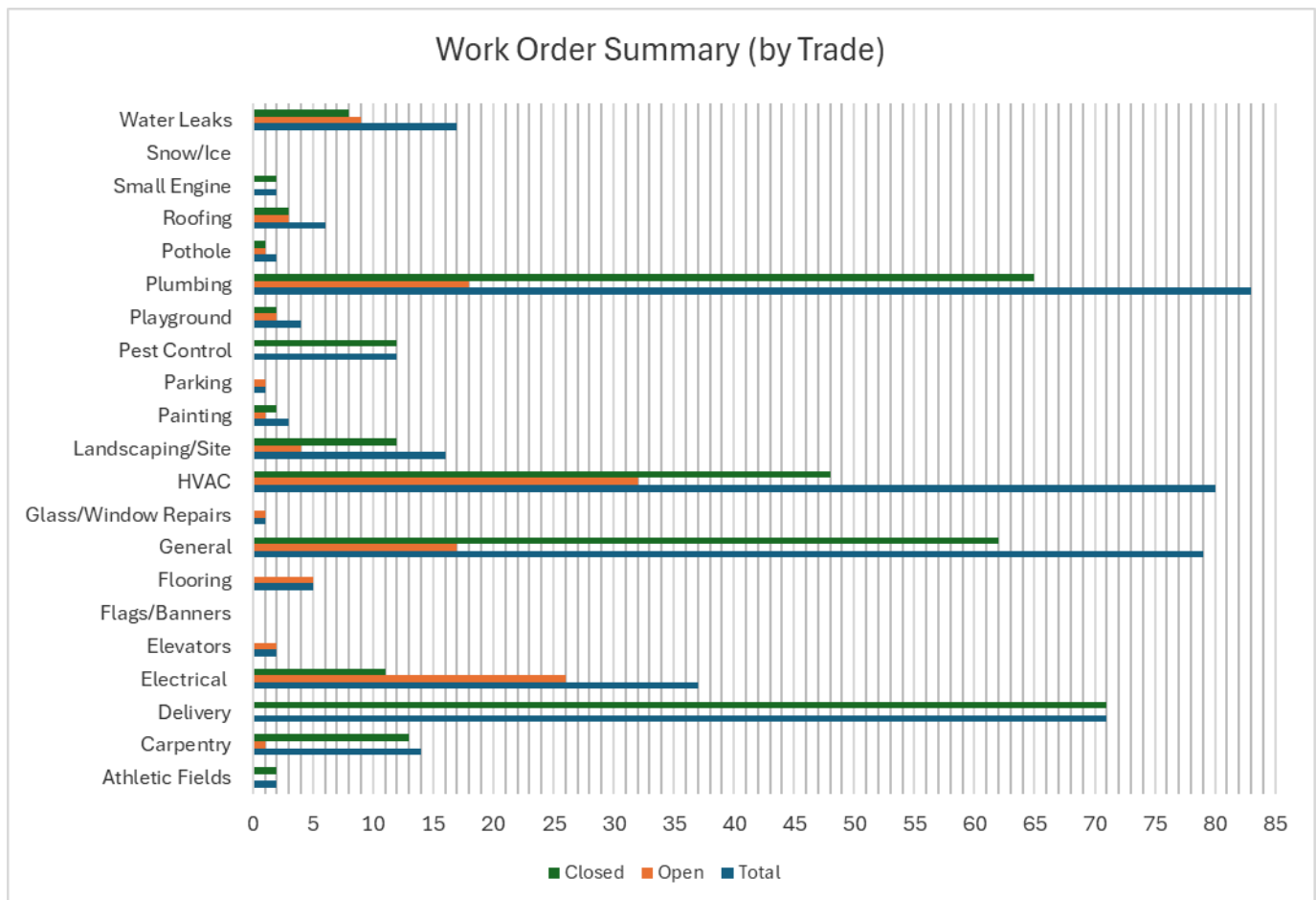
Work Order Summary (by location)				
School	Total	Open	Closed	% Complete
Byam	28	9	19	68%
Center	20	4	16	80%
Community Education	41	15	26	63%
School Admin	5	2	3	60%
CHS	155	47	145	70%
Harrington	33	8	25	76%
McCarthy	61	10	51	84%
Parker	45	14	31	69%
South Row	49	14	35	71%



The following chart and graph depicts the total number of school work orders for each trade category and both the number and percent complete for each of the trades in FY25, Q4.

Figures 3 and 4: FY25, Q4 School Work Order Summary (by Trade)

Work Order Summary (by trade)				
Trade	Total	Open	Closed	% Complete
Athletic Fields	2	0	2	100%
Carpentry	14	1	13	93%
Delivery	71	0	71	100%
Electrical	37	26	11	30%
Elevators	2	2	0	0%
Flags/Banners	0	0	0	n/a
Flooring	5	5	0	0%
General	79	17	62	78%
Glass/Window Repairs	1	1	0	0%
HVAC	80	32	48	60%
Landscaping/Site	16	4	12	75%
Painting	3	1	2	67%
Parking	1	1	0	0%
Pest Control	12	0	12	100%
Playground	4	2	2	50%
Plumbing	83	18	65	78%
Pothole	2	1	1	50%
Roofing	6	3	3	50%
Small Engine	2	0	2	100%
Snow/Ice	0	0	0	n/a
Water Leaks	17	9	8	47%



The new software, Asset Essentials, that was implemented halfway through FY25 will allow the Town to further monitor, plan, and evaluate the school work order process in FY26. Many of the open work order items that remain in the work order system are related to larger capital projects or are part of work that is being completed this summer while school is out of session.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent of Schools
Members of the School Committee

From: Joanna Johnson-Collins, Director of Business & Finance

Date: July 30, 2025

Re: FY2025 Budget / Financial Report – Final 4th Quarter (July 2024 through June 2025)

Attached please find a Year-to-Date Budget Report from MUNIS detailing the school department's financial activity through June 30, 2025 for the \$ 73,880,000 annual operating budget. Further, attached please find a summary of the school department's grant and revolving balances funds for the same reporting period. Also included is a summary of the balance, by club or team (as of May 2025) for the student activity accounts at Chelmsford High School, McCarthy and Parker Middle Schools.

BUDGET UPDATE

The results are as follows:

FY25 BUDGET	FY25 YTD EXPENDED	FY25 ENCUMBRANCES	FY25 AVAILABLE BUDGET
\$ 73,880,000	\$ 73,069,818.08	\$ 810,181.92	\$ 0

At the July 22, 2025 school committee meeting, I presented the preliminary 4th quarter financial update. At that time, there were a few more encumbrances to adjust and one remaining journal entry to be made. The encumbrances have been updated and the journal entry has been made and is reflected in the final attached reports. The grant and revolving fund summary reflects the final revenue postings from the end of June, 2025.

Thank you for the opportunity to provide this update.

TOWN OF CHELMSFORD

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
0001 GENERAL FUND								
000 UNDEFINED								
1110 SCHOOL COMMITTEE								
11110000 51070 SC SEC SAL	6,110	-705	5,405	5,405.00	.00	.00	100.0%	
11110000 54000 SC SUPPLIES	200	-160	40	40.00	.00	.00	100.0%	
11110000 57130 SC CONFERENCE	3,000	-1,761	1,239	1,239.08	.00	.00	100.0%	
11110000 57800 SC OTHER EXPENSE	25,000	-876	24,124	24,123.89	.00	.00	100.0%	
TOTAL SCHOOL COMMITTEE	34,310	-3,502	30,808	30,807.97	.00	.00	100.0%	
1210 SUPERINTENDENT								
11210000 51003 ADMINISTRATOR	16,132	0	16,132	16,132.17	.00	-.17	100.0%	
11210000 51050 SUPT SALARY	245,209	0	245,209	245,208.60	.00	.40	100.0%	
11210000 51060 COMMUNICATIONS-M	66,950	0	66,950	66,950.00	.00	.00	100.0%	
11210000 51070 SUPT SECRETARY S	64,100	0	64,100	64,099.62	.00	.38	100.0%	
11210000 53990 CONTRACTED SERVI	50,000	-34,843	15,157	15,157.50	.00	-.61	100.0%	
11210000 54000 SUPPLIES	10,000	-9,356	644	643.62	.00	.00	100.0%	
11210000 57800 OTHER CHARGES/EX	46,050	39,873	85,923	85,922.87	.00	.00	100.0%	
TOTAL SUPERINTENDENT	498,441	-4,327	494,114	494,114.38	.00	.00	100.0%	
1220 ASST. SUPERINTENDENT								
11220000 51003 ADMINISTRATOR	11,710	0	11,710	11,710.26	.00	-.26	100.0%	
11220000 51050 ASST. SUPT. SALA	177,996	0	177,996	177,995.90	.00	.10	100.0%	
11220000 51070 ASST. SUPT. SEC.	64,100	0	64,100	64,099.62	.00	.38	100.0%	
11220000 54000 ASST SUPT SUPPLI	5,000	-455	4,545	3,773.47	.00	771.53	83.0%	
11220000 57800 ASST SUPT OTH EX	19,000	1,750	20,750	21,522.14	.00	-771.75	103.7%	
TOTAL ASST. SUPERINTENDENT	277,806	1,295	279,101	279,101.39	.00	.00	100.0%	
1230 DISTRICT WIDE								
11230000 53140 COPIER - ADMINIS	200,000	218,660	418,660	406,112.34	.00	12,548.06	97.0%	

TOWN OF CHELMSFORD

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12									
			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
11230000	53330	VITAL RECORDS PR	0	33,500	33,500	35,472.02	.00	-1,972.02	105.9%
11230000	53420	POSTAGE	36,200	-3,500	32,700	22,508.65	6,500.00	3,691.35	88.7%
11230000	53990	ADVERTISING	1,500	-482	1,018	880.23	.00	137.97	86.4%
11230000	54206	SOFTWARE	250,000	8,575	258,575	277,491.27	.00	-18,916.27	107.3%
11230000	57100	COOR. TRAVEL & C	6,500	3,046	9,546	8,375.09	.00	1,170.41	87.7%
11230000	57800	COOR. DUES	6,500	-3,046	3,455	114.00	.00	3,340.50	3.3%
TOTAL DISTRICT WIDE			500,700	256,754	757,454	750,953.60	6,500.00	.00	100.0%
1410 BUSINESS AND FINANCE									
11410000	51003	ADMINISTRATOR	10,711	0	10,711	10,710.86	.00	.14	100.0%
11410000	51050	SAL/BUSINESS MAN	162,805	0	162,805	162,804.98	.00	.02	100.0%
11410000	51070	BUS OFFICE- SECR	294,641	0	294,641	300,889.43	.00	-6,248.43	102.1%
11410000	53990	BUS OFFICE-CONTR	15,000	-2,015	12,985	3,500.00	3,000.00	6,485.00	50.1%
11410000	54000	BUSINESS OFFICE-	3,100	193	3,293	3,292.67	.00	.78	100.0%
11410000	57800	BUSINESS OFFICE-	6,900	2,887	9,787	10,024.54	.00	-237.51	102.4%
TOTAL BUSINESS AND FINANCE			493,157	1,065	494,222	491,222.48	3,000.00	.00	100.0%
1420 HUMAN RESOURCES									
11420000	51003	ADMINISTRATOR	6,246	0	6,246	6,245.88	.00	.12	100.0%
11420000	51050	SAL/HR/DIRECTOR	142,406	0	142,406	142,405.90	.00	.10	100.0%
11420000	51060	H/R SUBSTITUTES	39,467	0	39,467	39,466.98	.00	.02	100.0%
11420000	51070	HR SEC SALARY	125,388	0	125,388	136,487.30	.00	-11,099.30	108.9%
11420000	53990	CONTRACTED SERVI	30,000	-15,509	14,491	8,092.00	.00	6,398.81	55.8%
11420000	54000	HR SUPPLIES	3,000	0	3,000	1,244.21	.00	1,755.79	41.5%
11420000	57800	HR OTHER EXPENSE	10,000	0	10,000	7,055.54	.00	2,944.46	70.6%
TOTAL HUMAN RESOURCES			356,507	-15,509	340,998	340,997.81	.00	.00	100.0%
1430 LEGAL SERVICES									
11430000	53040	LEGAL FEES	75,000	-42,047	32,953	32,952.58	.00	.00	100.0%
11430076	53040	LEGAL FEES - SPE	45,000	-1,531	43,469	43,469.35	.00	.00	100.0%
TOTAL LEGAL SERVICES			120,000	-43,578	76,422	76,421.93	.00	.00	100.0%
1435 LEGAL SETTLEMENTS									

TOWN OF CHELMSFORD

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
11435076 53990 SPED - LEGAL SET	3,000	-3,000	0	.00	.00	.00	.0%	
TOTAL LEGAL SETTLEMENTS	3,000	-3,000	0	.00	.00	.00	.0%	
1450 DISTRICTWIDE MIS								
11450000 51003 ADMINISTRATOR	10,711	0	10,711	10,710.86	.00	.14	100.0%	
11450000 51050 MIS DIR SALARY	162,805	0	162,805	162,804.98	.00	.02	100.0%	
11450000 51060 SALARIES	164,970	0	164,970	164,970.00	.00	.00	100.0%	
11450000 52470 TECHNOLOGY SERVI	80,000	-2,943	77,057	77,057.36	.00	.00	100.0%	
11450000 54000 SUPPLIES & MATER	20,000	0	20,000	20,000.00	.00	.00	100.0%	
11450000 54204 SCHOOL SECURITY	150,000	184,183	334,183	321,526.99	12,650.00	6.33	100.0%	
11450000 57100 TRAVEL IN STATE	20,000	10,198	30,198	30,189.22	.00	8.78	100.0%	
11450000 57800 OTHER CHARGES/EX	12,000	-10,628	1,372	1,371.92	.00	-.34	100.0%	
11450000 58510 EQUIPMENT- TECHN	70,000	-2,628	67,372	67,387.13	.00	-14.93	100.0%	
14400000 51056 SAL/NETWORK	440,711	-7,133	433,578	433,577.78	.00	.00	100.0%	
14400000 52472 COMPUTER SERVICE	460,000	-180,445	279,555	279,554.82	.00	.00	100.0%	
TOTAL DISTRICTWIDE MIS	1,591,197	-9,396	1,581,801	1,569,151.06	12,650.00	.00	100.0%	
2110 CURRICULUM DIRECTORS								
12110000 51050 SAL/SYS/CURR	1,303,417	0	1,303,417	1,317,716.18	.00	-14,299.18	101.1%	
12110000 51070 SAL/SYS/SEC	43,966	0	43,966	43,966.00	.00	.00	100.0%	
12110000 51310 CURRICULUM STIPE	5,000	0	5,000	10,000.00	.00	-5,000.00	200.0%	
12110000 53170 STAFF DEVELOPMEN	10,000	-600	9,400	4,690.56	.00	4,709.44	49.9%	
12110000 53990 CONTRACTED SERVI	35,000	-18,530	16,470	16,077.02	.00	392.97	97.6%	
12110000 54000 SUPPLIES - CURR	2,000	3,600	5,600	5,553.96	.00	46.04	99.2%	
12110000 57140 COURSE REIMBURSE	10,000	-3,000	7,000	2,992.50	.00	4,007.50	42.8%	
12110000 58510 EQUIPMENT	5,000	0	5,000	4,950.71	.00	49.29	99.0%	
12110023 53990 ELL CONTRACTED S	7,000	0	7,000	1,736.60	179.36	5,084.04	27.4%	
12110076 51003 SALARIES ASSISTA	125,065	0	125,065	127,569.00	.00	-2,504.00	102.0%	
12110076 51050 SALARIES SUPERVI	165,805	0	165,805	165,804.98	.00	.02	100.0%	
12110076 51310 SALARIES-OVERTIM	10,908	0	10,908	10,908.22	.00	-.22	100.0%	
12110076 54000 PARENT ADVISORY	1,000	0	1,000	499.00	.00	501.00	49.9%	
12110076 54200 SUPPLIES SUPERVI	6,000	0	6,000	3,164.62	.00	2,835.38	52.7%	
12110076 54204 COMPUTER EQUIPME	3,500	-3,500	0	.00	.00	.00	.0%	
12110076 57100 TRAVEL IN STATE	9,200	0	9,200	7,774.48	.00	1,425.52	84.5%	
12110076 57310 DUES/OTHER	15,000	0	15,000	12,247.34	.00	2,752.66	81.6%	

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FOR 2025 12									
			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12110176	51050	SALARIES PROFESS	479,050	-19,362	459,688	459,688.48	.00	.00	100.0%
12110176	51070	SALARIES SECRETA	100,491	0	100,491	100,491.56	.00	-.56	100.0%
12110976	51050	SAL/CHIPS/SUPERV	119,188	0	119,188	119,187.90	.00	.10	100.0%
TOTAL CURRICULUM DIRECTORS			2,456,590	-41,392	2,415,198	2,415,019.11	179.36	.00	100.0%
2210 SCHOOL LEADERSHIP-BUILDING									
12210100	51003	DEANS	360,798	0	360,798	362,388.47	.00	-1,590.47	100.4%
12210100	51050	SAL/CHS/PRINCIPA	159,878	0	159,878	159,877.90	.00	.10	100.0%
12210100	51060	SALARIES - CLERK	113,192	-15,483	97,709	97,709.49	.00	.00	100.0%
12210100	51070	SAL/CHS/CLER/SEC	193,490	0	193,490	193,658.59	.00	-168.59	100.1%
12210100	51310	HS ACCREDITATION	7,000	-2,000	5,000	5,000.00	.00	.00	100.0%
12210100	53920	HS GRADUATION	33,800	5,197	38,997	39,730.68	.00	-733.54	101.9%
12210100	53930	HS ACCREDITATION	3,650	-3,650	0	.00	.00	.00	.0%
12210100	53990	PRINTING HIGH SC	13,153	-11,125	2,028	1,030.00	.00	998.00	50.8%
12210100	54000	SUPPLIES HIGH SC	9,025	-2,000	7,025	7,185.55	.00	-160.55	102.3%
12210100	54205	COMPUTER SUPP CH	15,000	0	15,000	14,988.04	.00	11.96	99.9%
12210100	54206	SOFTWARE HIGH SC	40,000	-18,338	21,662	21,662.00	.00	.00	100.0%
12210100	57310	PRINCIPAL DUES C	16,940	-7,674	9,266	9,266.00	.00	.00	100.0%
12210100	57810	PRINCIPAL CONFER	12,800	-3,908	8,892	8,891.86	.00	.00	100.0%
12210200	51003	ASSISTANT PRINCI	120,976	0	120,976	120,975.92	.00	.08	100.0%
12210200	51050	SAL/McCARTHY/PRI	148,097	0	148,097	148,096.94	.00	.06	100.0%
12210200	51051	SALARIES - COPY	19,604	-4,841	14,763	14,763.06	.00	.00	100.0%
12210200	51060	SALARIES - CLERK	28,540	0	28,540	29,162.10	.00	-622.10	102.2%
12210200	51070	SAL/McCARTHY/SEC	86,583	0	86,583	88,979.42	.00	-2,396.42	102.8%
12210200	53990	PRINTING MCCARTH	2,000	-398	1,602	224.00	.00	1,378.30	14.0%
12210200	54000	SUPPLIES MCCARTH	8,000	-6,650	1,350	1,350.04	.00	.00	100.0%
12210200	54205	COMPUTER SUPPLIE	7,000	0	7,000	7,000.00	.00	.00	100.0%
12210200	57310	DUES/CONFERENCES	5,000	-2,514	2,486	2,485.94	.00	.00	100.0%
12210300	51003	ASSISTANT PRINCI	123,976	0	123,976	123,976.06	.00	-.06	100.0%
12210300	51050	SAL/PARKER/PRINC	137,803	0	137,803	137,803.12	.00	-.12	100.0%
12210300	51051	SALARIES - COPY	21,162	0	21,162	21,161.92	.00	.08	100.0%
12210300	51060	SALARIES - CLERK	26,170	0	26,170	26,678.15	.00	-508.15	101.9%
12210300	51070	SAL/PARKER/SEC	81,806	0	81,806	82,041.34	.00	-235.34	100.3%
12210300	53990	PRINTING PARKER	2,500	-1,931	569	569.30	.00	.00	100.0%
12210300	54000	SUPPLIES PARKER	7,000	-3,577	3,423	3,422.86	.00	.00	100.0%
12210300	54205	COMPUTER SUPPLIE	7,000	0	7,000	7,000.00	.00	.00	100.0%
12210300	57310	DUES/CONFERENCES	5,000	-5,000	0	.00	.00	.00	.0%
12210400	51003	ASSISTANT PRINCI	121,976	0	121,976	121,975.88	.00	.12	100.0%
12210400	51050	SAL/BYAM/PRINCIP	139,658	0	139,658	139,658.08	.00	-.08	100.0%
12210400	51060	SALARIES - CLERK	22,842	0	22,842	24,048.27	.00	-1,206.27	105.3%

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12210400	51070	SAL/BYAM/CLER/SE	44,931	0	44,931	44,930.97	.00	.03	100.0%
12210400	53990	PRINTING BYAM	600	195	795	795.00	.00	.00	100.0%
12210400	54000	SUPPLIES BYAM	2,000	-1,700	300	.00	.00	300.00	.0%
12210400	54205	COMPUTER SUPPLIE	7,000	0	7,000	7,000.00	.00	.00	100.0%
12210400	57310	DUES/CONFERENCES	2,000	2,331	4,331	4,330.86	.00	.00	100.0%
12210500	51003	ASSISTANT PRINCI	119,188	0	119,188	119,187.90	.00	.10	100.0%
12210500	51050	SAL/CENTER/PRINC	139,658	0	139,658	139,658.08	.00	-.08	100.0%
12210500	51060	SALARIES - CLERK	20,822	0	20,822	20,897.75	.00	-75.75	100.4%
12210500	51070	SAL/CENTER/CLER/	41,810	0	41,810	41,810.08	.00	-.08	100.0%
12210500	53990	PRINTING	500	-220	280	.00	.00	280.00	.0%
12210500	54000	SUPPLIES	2,500	1,644	4,144	4,142.96	.00	1.04	100.0%
12210500	54205	COMPUTER SUPPLIE	7,000	0	7,000	7,000.00	.00	.00	100.0%
12210500	57310	DUES/CONFERENCE	2,000	1,120	3,120	3,120.13	.00	-.13	100.0%
12210600	51003	ASSISTANT PRINCI	120,188	0	120,188	120,188.12	.00	-.12	100.0%
12210600	51050	SAL/HARR./PRINCI	139,658	0	139,658	139,658.08	.00	-.08	100.0%
12210600	51060	SALARIES - CLERK	20,361	0	20,361	20,825.72	.00	-464.72	102.3%
12210600	51070	SAL/HARR./CLER/S	50,584	0	50,584	50,661.86	.00	-77.86	100.2%
12210600	53990	PRINTING HARRING	800	0	800	.00	.00	800.00	.0%
12210600	54000	SUPPLIES HARRING	3,000	0	3,000	2,791.84	.00	208.16	93.1%
12210600	54205	COMPUTER SUPPLIE	7,000	0	7,000	7,000.00	.00	.00	100.0%
12210600	57310	DUES/CONFERENCES	2,000	0	2,000	349.00	.00	1,651.00	17.5%
12210700	51003	ASSISTANT PRINCI	120,976	1,000	121,976	121,975.88	.00	.12	100.0%
12210700	51050	SAL/SO.ROW/PRINC	134,638	0	134,638	134,637.88	.00	.12	100.0%
12210700	51060	SALARIES - CLERK	22,173	0	22,173	22,627.14	.00	-454.14	102.0%
12210700	51070	SAL/SO.ROW/CLER/	44,931	0	44,931	43,711.92	.00	1,219.08	97.3%
12210700	53990	PRINTING SOUTH R	200	0	200	.00	.00	200.00	.0%
12210700	54000	SUPPLIES SOUTH R	2,500	0	2,500	1,853.74	.00	646.26	74.1%
12210700	54205	COMPUTER SUPPLIE	7,000	0	7,000	7,000.00	.00	.00	100.0%
12210700	57310	DUES/CONFERENCES	1,000	0	1,000	.00	.00	1,000.00	.0%
12210976	51060	SALARIES - CLERK	40,861	0	40,861	40,860.96	.00	.04	100.0%
TOTAL SCHOOL LEADERSHIP-BUILDING			3,209,298	-79,521	3,129,777	3,129,776.85	.00	.00	100.0%
2300 INSTRUCTION-TEACHING SERVICES									
12300000	51310	SALARIES-OVERTIM	7,773	0	7,773	7,770.00	.00	3.00	100.0%
12300000	51311	SALARIES - STIPE	36,274	0	36,274	36,260.00	.00	14.00	100.0%
12300000	51312	SALARIES - STIPE	28,501	-1,354	27,147	27,164.00	.00	-17.00	100.1%
TOTAL INSTRUCTION-TEACHING SERVICES			72,548	-1,354	71,194	71,194.00	.00	.00	100.0%
2305 CLASSROOM TEACHERS									
12305000	51450	LONGEVITY	18,295	0	18,295	18,985.00	.00	-690.00	103.8%

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12305000	51460	SALARY RESERVE -	171,049	-146,942	24,107	.00	.00	24,107.00	.0%
12305039	51050	SAL/DIST.WIDE/TE	172,259	-51,365	120,894	120,894.11	.00	.00	100.0%
12305056	51050	SALARIES - PROFE	142,000	0	142,000	199,633.98	.00	-57,633.98	140.6%
12305102	51050	SAL/CHS/ART	264,897	-3,904	260,993	260,992.90	.00	.10	100.0%
12305106	51050	SAL/CHS/BUS.	191,904	0	191,904	191,903.90	.00	.10	100.0%
12305124	51050	SAL/CHS/ ENGLISH	1,371,989	0	1,371,989	1,370,411.92	.00	1,577.08	99.9%
12305128	51050	SAL/CHS/F.LANG.	758,936	-18,681	740,255	732,345.69	.00	7,909.79	98.9%
12305134	51050	SAL/CHS/HLTH. ED	274,796	0	274,796	267,143.82	.00	7,652.18	97.2%
12305136	51050	SAL/CHS/FAM. SCI.	95,952	0	95,952	95,951.96	.00	.04	100.0%
12305139	51050	SAL/CHS/TECH. ED	254,078	0	254,078	279,029.90	.00	-24,951.90	109.8%
12305156	51050	SAL/CHS/MATH	1,488,628	-15,740	1,472,888	1,472,364.36	.00	523.64	100.0%
12305158	51050	SAL/CHS/MUSIC	287,856	0	287,856	287,855.88	.00	.12	100.0%
12305174	51050	SAL/CHS/PHYS. ED	382,305	0	382,305	382,305.04	.00	-.04	100.0%
12305178	51050	SAL/CHS/SCIENCE	1,431,407	-20,666	1,410,741	1,411,005.40	.00	-264.40	100.0%
12305184	51050	SAL/CHS/SOC. ST.	1,287,315	-43,993	1,243,322	1,243,322.34	.00	.00	100.0%
12305202	51050	SAL/MCCARTHY/ART	183,451	-24,263	159,188	152,638.20	.00	6,549.70	95.9%
12305224	51050	SAL/MCCARTHY/ENG	722,269	-24,267	698,002	697,630.29	.00	371.98	99.9%
12305228	51050	SAL/MCCARTHY/F.L	502,662	0	502,662	536,215.28	.00	-33,553.28	106.7%
12305234	51050	SAL/MCCARTHY/HLT	191,904	0	191,904	191,903.92	.00	.08	100.0%
12305239	51050	SAL/MCCARTHY/TEC	289,518	0	289,518	289,518.06	.00	-.06	100.0%
12305256	51050	SAL/MCCARTHY/MAT	754,653	0	754,653	736,402.82	.00	18,250.18	97.6%
12305258	51050	SAL/MCCARTHY/MUS	261,163	0	261,163	261,162.96	.00	.04	100.0%
12305274	51050	SAL/MCCARTHY/PHY	197,211	0	197,211	197,211.04	.00	-.04	100.0%
12305278	51050	SAL/MCCARTHY/SCI	674,038	4,764	678,802	638,416.91	.00	40,385.09	94.1%
12305284	51050	SAL/MCCARTHY/SOC	761,290	-27,246	734,044	733,363.08	.00	681.38	99.9%
12305302	51050	SAL/PARKER/ART	95,263	24,263	119,526	111,910.91	.00	7,615.19	93.6%
12305334	51050	SAL/PARKER/HLTH.	176,481	0	176,481	176,968.22	.00	-487.22	100.3%
12305339	51050	SAL/PARKER/TECH.	61,323	0	61,323	61,323.08	.00	-.08	100.0%
12305358	51050	SAL/PARKER/MUSIC	326,008	0	326,008	326,008.02	.00	-.02	100.0%
12305374	51050	SAL/PARKER/PHYS.	292,213	0	292,213	291,171.82	.00	1,041.18	99.6%
12305396	51050	SAL/PARKER/GRADE	1,478,073	-6,439	1,471,634	1,486,672.20	.00	-15,038.47	101.0%
12305397	51050	SAL/PARKER/GRADE	1,511,398	4,869	1,516,267	1,461,672.31	.00	54,594.69	96.4%
12305400	51050	SAL/BYAM/CLASSRO	1,778,410	15,378	1,793,788	1,815,148.79	.00	-21,360.79	101.2%
12305402	51050	SAL/BYAM/ART	82,349	0	82,349	82,349.02	.00	-.02	100.0%
12305458	51050	SAL/BYAM/MUSIC	98,375	0	98,375	98,374.90	.00	.10	100.0%
12305474	51050	SAL/BYAM/PHYS. E	170,244	0	170,244	170,243.84	.00	.16	100.0%
12305491	51050	SAL/BYAM/KINDERG	460,115	0	460,115	458,537.67	.00	1,577.33	99.7%
12305500	51050	SAL/CENTER/CLASS	1,513,230	6,550	1,519,780	1,580,899.22	.00	-61,119.22	104.0%
12305502	51050	SAL/CENTER/ART	77,585	0	77,585	77,584.92	.00	.08	100.0%
12305558	51050	SAL/CENTER/MUSIC	71,000	0	71,000	70,999.95	.00	.05	100.0%
12305574	51050	SAL/CENTER/PHYS.	102,189	0	102,189	102,189.10	.00	-.10	100.0%
12305591	51050	SAL/CENTER/KINDE	368,369	-39,080	329,289	329,261.14	.00	27.86	100.0%
12305600	51050	SAL/HARR./CLASSR	1,552,890	-87,078	1,465,812	1,464,497.11	.00	1,314.43	99.9%
12305602	51050	SAL/HARR./ART	78,397	0	78,397	78,397.02	.00	-.02	100.0%

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12305658 51050 SAL/HARR./MUSIC	77,585	0	77,585	64,412.92	.00	13,172.08	83.0%
12305674 51050 SAL/HARR./PHYS.	95,952	0	95,952	95,951.96	.00	.04	100.0%
12305691 51050 SAL/HARR./KINDER	321,894	0	321,894	321,894.04	.00	-.04	100.0%
12305700 51050 SAL/SO. ROW/CLAS	1,498,750	6,550	1,505,300	1,505,674.48	.00	-374.48	100.0%
12305702 51050 SAL/SO. ROW/ART	95,952	0	95,952	95,951.96	.00	.04	100.0%
12305758 51050 SAL/SO. ROW/MUSI	95,002	0	95,002	95,001.92	.00	.08	100.0%
12305774 51050 SAL/SO. ROW/PHYS	93,145	0	93,145	93,145.00	.00	.00	100.0%
12305791 51050 SAL/SO. ROW/KIND	339,962	0	339,962	311,839.65	.00	28,122.35	91.7%
TOTAL CLASSROOM TEACHERS	26,043,979	-447,289	25,596,690	25,596,689.93	.00	.00	100.0%

2310 SPECIALIST TEACHERS

12310000 51050 TUTORING	367,920	-148,933	218,987	153,896.19	.00	65,090.81	70.3%
12310023 51050 PROF SAL/ELL/DIS	71,000	4,522	75,522	91,647.99	.00	-16,125.99	121.4%
12310076 51054 SALARIES SPECIAL	1,234,179	-19,660	1,214,519	1,214,519.28	.00	.00	100.0%
12310076 51110 BOARD CERTIFIED	598,722	0	598,722	611,424.42	.00	-12,702.42	102.1%
12310076 51120 OTHER SALARIES -	150,000	-2,822	147,179	146,190.46	.00	988.04	99.3%
12310123 51050 SAL/CHS/ELL	84,334	4,808	89,142	89,142.04	.00	-.04	100.0%
12310176 51054 SALARIES SPECIAL	1,235,968	993	1,236,961	1,245,845.04	.00	-8,884.43	100.7%
12310177 51050 SAL/CHS/READING	101,259	0	101,259	101,259.08	.00	-.08	100.0%
12310223 51050 SAL/MCCARTHY/ELL	84,334	4,808	89,142	89,142.04	.00	-.04	100.0%
12310276 51054 SALARIES SPECIAL	970,217	-43,433	926,784	926,784.00	.00	.00	100.0%
12310277 51050 SAL/MCCARTHY/REA	169,895	28,237	198,132	198,132.22	.00	.00	100.0%
12310323 51050 SAL/PARKER/ELL	87,126	-14,215	72,911	71,000.02	.00	1,910.98	97.4%
12310376 51054 SALARIES SPECIAL	1,203,917	9,677	1,213,594	1,167,914.56	.00	45,679.44	96.2%
12310377 51050 SAL/PARKER/READI	198,141	0	198,141	198,141.06	.00	-.06	100.0%
12310423 51050 SAL/BYAM/ELL	95,952	0	95,952	95,951.96	.00	.04	100.0%
12310476 51054 SALARIES SPECIAL	631,432	0	631,432	625,174.97	.00	6,257.03	99.0%
12310477 51050 SAL/BYAM/READING	203,448	0	203,448	203,448.16	.00	-.16	100.0%
12310523 51050 SAL/CENTER/ELL	95,952	0	95,952	94,374.71	.00	1,577.29	98.4%
12310576 51054 SALARIES SPECIAL	550,296	-19,964	530,332	502,608.78	.00	27,723.68	94.8%
12310577 51050 SAL/CENTER/READI	202,518	0	202,518	202,518.16	.00	-.16	100.0%
12310623 51050 SAL/HARR./ELL	95,952	0	95,952	95,951.96	.00	.04	100.0%
12310676 51054 SALARIES SPECIAL	713,214	0	713,214	708,979.77	.00	4,234.23	99.4%
12310677 51050 SAL/HARR./READING	196,271	0	196,271	196,271.14	.00	-.14	100.0%
12310723 51050 SAL/SO.ROW/ELL	71,000	31,189	102,189	102,189.11	.00	.00	100.0%
12310776 51054 SALARIES SPECIAL	582,949	5,307	588,256	589,003.88	.00	-747.88	100.1%
12310777 51050 SAL/SO.ROW/READI	191,904	0	191,904	191,903.92	.00	.08	100.0%
12310976 51054 SALARIES- SPECIA	548,527	15,378	563,905	678,905.26	.00	-115,000.26	120.4%
TOTAL SPECIALIST TEACHERS	10,736,427	-144,107	10,592,320	10,592,320.18	.00	.00	100.0%

2320 MEDICAL/THERAPEUTIC SERVICES

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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12320076	51053	SAL MEDICAL/THER	404,210	0	404,210	404,209.97	.00	.00	100.0%
12320076	51054	SALARIES- PHYSIC	136,416	-12,444	123,972	123,972.26	.00	.00	100.0%
TOTAL MEDICAL/THERAPEUTIC SERVICES			540,626	-12,444	528,182	528,182.23	.00	.00	100.0%
2325 SUBSTITUTES									
12325000	51005	DTD SUBSTITUTE T	420,000	-5,178	414,822	421,075.82	.00	-6,253.91	101.5%
12325000	51006	LTS SUBSTITUTE T	185,000	-17,800	167,200	167,200.00	.00	.00	100.0%
12325000	51008	RETIREE SUBSTITU	54,000	4,000	58,000	60,296.09	.00	-2,296.09	104.0%
12325000	53990	CONTRACTUAL SER/	0	93,483	93,483	84,933.00	.00	8,550.00	90.9%
12325076	51004	SUBSTITUTE PSP	152,000	-39,543	112,457	112,457.00	.00	.00	100.0%
TOTAL SUBSTITUTES			811,000	34,962	845,962	845,961.91	.00	.00	100.0%
2330 PARAPROFESSIONALS/ INST ASST									
12330076	51060	SPED - PSP'S - S	25,200	0	25,200	32,430.00	.00	-7,230.00	128.7%
12330100	51060	SAL/CHS/PSP	32,713	-7,000	25,713	25,681.08	.00	31.92	99.9%
12330176	51060	SPED PSP SALARY	791,734	-172,108	619,626	619,635.37	.00	-9.37	100.0%
12330200	51060	SAL/MCCARTHY/PSP	77,849	-11,700	66,149	66,137.72	.00	11.28	100.0%
12330276	51060	SPED PSP SALARY	511,408	-52,081	459,327	459,435.68	.00	-108.68	100.0%
12330300	51060	SAL/PARKER/PSP	85,450	-7,900	77,550	77,495.62	.00	54.38	99.9%
12330376	51060	SPED PSP SALARY	537,093	-8,500	528,593	528,526.17	.00	66.83	100.0%
12330400	51060	SAL/BYAM/PSP	78,378	-7,900	70,478	70,431.11	.00	46.89	99.9%
12330476	51060	SPED PSP SALARY	533,067	-18,000	515,067	512,548.10	.00	2,518.90	99.5%
12330500	51060	SAL/CENTER/PSP	78,575	0	78,575	75,702.99	.00	2,872.01	96.3%
12330576	51060	SPED - PSP SALAR	461,767	-25,535	436,232	434,581.28	.00	1,650.65	99.6%
12330600	51060	SAL/HARR./PSP	77,320	-2,250	75,070	72,171.85	.00	2,898.15	96.1%
12330676	51060	SPED PSP SALARY	537,331	35,000	572,331	572,890.30	.00	-559.30	100.1%
12330700	51060	SAL/SO.ROW/PSP	79,436	-47	79,389	79,048.17	.00	340.83	99.6%
12330776	51060	SPED - PSP SALAR	389,960	-80,000	309,960	312,544.49	.00	-2,584.49	100.8%
12330976	51060	PSP/CHIPS	517,759	-101,959	415,800	415,799.73	.00	.00	100.0%
TOTAL PARAPROFESSIONALS/ INST ASST			4,815,040	-459,980	4,355,060	4,355,059.66	.00	.00	100.0%
2340 LIBRARIANS MEDIA CENTER DIRECT									
12340100	51050	SAL/CHS/LIBRARY	101,259	0	101,259	101,259.08	.00	-.08	100.0%

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12340100	51060	SAL/CHS/PSP/LIBR	58,657	0	58,657	58,657.04	.00	-.04	100.0%
12340200	51050	SAL/MCCARTHY/LIB	93,145	-29,791	63,354	63,354.24	.00	.00	100.0%
12340200	51051	TECHNOLOGY ASSIS	47,807	-11,229	36,578	24,529.05	.00	12,048.45	67.1%
12340300	51050	SAL/PARKER/LIBRA	71,000	0	71,000	93,145.00	.00	-22,145.00	131.2%
12340300	51051	TECHNOLOGY ASSIS	47,807	-16,553	31,254	24,529.05	.00	6,724.45	78.5%
12340400	51051	TECHNOLOGY ASSIS	51,559	-2,065	49,494	46,555.08	.00	2,938.92	94.1%
12340400	51060	SAL/BYAM/PSP/LIB	51,559	0	51,559	51,558.99	.00	.01	100.0%
12340500	51051	TECHNOLOGY ASSIS	49,058	0	49,058	49,058.10	.00	-.10	100.0%
12340500	51060	SAL/CENTER/PSP/L	58,358	0	58,358	58,358.04	.00	-.04	100.0%
12340600	51051	TECHNOLOGY ASSIS	49,058	0	49,058	49,058.10	.00	-.10	100.0%
12340600	51060	SAL/HARR./PSP/LI	49,058	0	49,058	49,943.10	.00	-885.10	101.8%
12340700	51050	SAL/SO.ROW/LIBRA	51,559	0	51,559	51,559.04	.00	-.04	100.0%
12340700	51051	TECHNOLOGY ASSIS	58,358	-10,484	47,874	46,554.90	.00	1,318.67	97.2%
TOTAL LIBRARIANS MEDIA CENTER DIRECT			838,241	-70,122	768,119	768,118.81	.00	.00	100.0%
2357 PROFESSIONAL DEVELOPMENT STIPE									
12357000	51310	MENTOR STIPENDS	35,000	0	35,000	36,384.00	.00	-1,384.00	104.0%
12357000	53170	CONSULTANT SERVI	50,000	-46,166	3,834	2,071.90	.00	1,762.05	54.0%
12357000	57130	TEACHERS CONFERE	10,000	0	10,000	31,930.00	.00	-21,930.00	319.3%
12357000	57140	TEACHERS COURSE	75,000	0	75,000	56,130.72	10,377.91	8,491.37	88.7%
12357000	57800	SEC/PARA COURSE	5,000	0	5,000	315.00	.00	4,685.00	6.3%
12357100	57130	CHS - TEACHER CO	18,175	-2,229	15,946	14,958.03	.00	987.97	93.8%
12357200	57130	MCCARTHY TEACHER	6,000	-1,437	4,563	730.20	.00	3,832.55	16.0%
12357300	57130	PARKER TEACHER C	6,000	1,437	7,437	7,437.25	.00	.00	100.0%
12357400	57130	BYAM TEACHER CON	2,000	115	2,115	2,115.00	.00	.00	100.0%
12357500	57130	CENTER TEACHER C	5,000	-141	4,859	1,950.00	.00	2,909.06	40.1%
12357600	57130	HARRINGTON TEACH	4,100	0	4,100	3,454.00	.00	646.00	84.2%
12357700	57130	SOUTH ROW TEACHE	2,500	114	2,614	2,614.00	.00	.00	100.0%
TOTAL PROFESSIONAL DEVELOPMENT STIPE			218,775	-48,307	170,468	160,090.10	10,377.91	.00	100.0%
2410 TEXTBOOKS & MEDIA MATERIALS									
12410000	53990	REBINDING	4,000	-2,765	1,235	1,235.36	.00	.00	100.0%
12410000	54000	TEXTBOOK ADOPTIO	127,000	-86,085	40,915	40,914.69	.00	.00	100.0%
12410023	54000	TEXTS/ELL/GENERA	3,000	-2,747	253	253.41	.00	.00	100.0%
12410076	54000	SUPPLIES/CURRICU	42,000	-19,202	22,798	22,797.86	.00	.00	100.0%
12410106	54000	TEXTS/CHS/BUS.	12,000	-188	11,812	11,811.94	.00	.00	100.0%

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12410124	54000	TEXTS/CHS/ENGLIS	14,200	-66	14,134	14,134.30	.00	.00	100.0%
12410128	54000	TEXTS/CHS/F. LAN	6,000	-34	5,966	5,965.62	.00	.00	100.0%
12410156	54000	TEXTS/CHS/MATH	2,500	-2,500	0	.00	.00	.00	.0%
12410177	54000	TEXTS/CHS/READIN	2,000	-1,197	803	803.18	.00	.00	100.0%
12410178	54000	TEXTS/CHS/SCIENC	1,000	-55	945	945.00	.00	.00	100.0%
12410184	54000	TEXTS/CHS/SOC. S	7,000	-150	6,850	6,849.92	.00	-.07	100.0%
12410224	54000	TEXTS/McCARTHY/E	6,000	26,991	32,991	32,990.77	.00	.00	100.0%
12410228	54000	TEXTS/McCARTHY/F	5,000	-139	4,861	4,860.65	.00	.00	100.0%
12410256	54000	TEXTS/McCARTHY/M	2,500	-2,500	0	.00	.00	.00	.0%
12410277	54000	TEXTS/McCARTHY/R	2,000	-1,664	336	335.80	.00	.00	100.0%
12410278	54000	TEXTS/McCARTHY/S	27,000	-205	26,795	26,795.28	.00	.00	100.0%
12410284	54000	TEXTS/McCARTHY/S	6,000	-2	5,998	5,998.20	.00	.00	100.0%
12410324	54000	TEXTS/PARKER/ENG	5,000	439	5,439	5,439.41	.00	.00	100.0%
12410356	54000	TEXTS/PARKER/MAT	2,500	342	2,842	2,842.00	.00	.00	100.0%
12410377	54000	TEXTS/PARKER/REA	2,000	-1,331	669	669.11	.00	.00	100.0%
12410384	54000	TEXTS/PARKER/SOC	3,000	659	3,659	3,659.19	.00	-.04	100.0%
12410451	54000	TEXTS/BYAM/LANG.	15,000	1,935	16,935	16,934.56	.00	.00	100.0%
12410456	54000	TEXTS/BYAM/MATH	2,500	-1,570	930	930.12	.00	.00	100.0%
12410484	54000	TEXTS/BYAM/SOC.	2,500	-187	2,313	2,313.49	.00	.00	100.0%
12410551	54000	TEXTS/CENTER/LAN	15,000	3,408	18,408	18,408.19	.00	.00	100.0%
12410556	54000	TEXTS/CENTER/MAT	2,500	-1,570	930	930.12	.00	.00	100.0%
12410584	54000	TEXTS/CENTER/SOC	2,500	-156	2,344	2,344.02	.00	.11	100.0%
12410651	54000	TEXTS/HARR./LANG	15,000	-1,593	13,407	13,406.91	.00	.00	100.0%
12410656	54000	TEXTS/HARR./MATH	2,500	-1,570	930	930.13	.00	.00	100.0%
12410684	54000	TEXTS/HARR./SOC.	2,500	-187	2,313	2,313.48	.00	.00	100.0%
12410751	54000	TEXTS/SO. ROW/LA	15,000	-732	14,268	14,268.31	.00	.00	100.0%
12410756	54000	TEXTS/SO. ROW/MA	2,500	-1,570	930	930.13	.00	.00	100.0%
12410784	54000	TEXTS/SO. ROW/SO	2,500	-187	2,313	2,313.48	.00	.00	100.0%
TOTAL TEXTBOOKS & MEDIA MATERIALS			361,700	-96,375	265,325	265,324.63	.00	.00	100.0%
2415 OTHER INSTRUCTIONAL MATERIALS									
12415000	53990	CURRICULUM DEVEL	50,000	-21,180	28,820	28,820.00	.00	.00	100.0%
12415058	54000	SUPPLIES/MUSIC	10,624	-526	10,099	10,098.50	.00	.00	100.0%
12415100	53990	CONTRACTUAL SERV	6,000	0	6,000	6,000.00	.00	.00	100.0%
12415100	54000	LIBRARY SUPPLIES	10,000	-2,151	7,849	7,848.68	.00	.00	100.0%
12415200	54000	LIBRARY SUP/MCCA	7,000	-1,660	5,340	5,339.76	.00	.00	100.0%
12415300	54000	LIBRARY SUPPLIES	7,000	-499	6,501	6,501.03	.00	.00	100.0%
12415400	54000	LIBRARY GENERAL	4,500	0	4,500	4,500.00	.00	.00	100.0%
12415500	54000	LIBRARY GEN SUPP	4,500	-29	4,471	4,470.85	.00	.00	100.0%
12415600	54000	LIBRARY GENERAL	4,500	0	4,500	4,500.00	.00	.00	100.0%

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12415700	54000	LIBRARY GENERAL	4,500	111	4,611	4,611.48	.00	.00	100.0%
TOTAL OTHER INSTRUCTIONAL MATERIALS			108,624	-25,934	82,690	82,690.30	.00	.00	100.0%
2420 INSTRUCTIONAL EQUIPMENT									
12420000	58510	EQUIP/CENT/GENER	50,000	-7,102	42,898	15,398.75	27,470.52	28.73	99.9%
12420002	53990	CONTRACTED SERVI	600	0	600	.00	.00	600.00	.0%
12420074	58510	EQUIPMENT MAINT/	10,000	-510	9,490	9,389.87	.00	100.03	98.9%
12420100	58510	EQUIP/CHS/GENERA	6,000	0	6,000	5,728.50	.00	271.50	95.5%
12420138	52460	MACHINE MAINT/IN	2,000	0	2,000	2,000.00	.00	.00	100.0%
12420138	58510	EQUIP/CHS/INDUST	3,500	5,867	9,367	9,203.66	.00	163.34	98.3%
12420139	52460	MACHINE MAINT/TE	3,500	-2,820	680	680.00	.00	.00	100.0%
12420139	58510	EQUIP/CHS/TECH.E	26,000	7,102	33,102	33,102.65	.00	-.65	100.0%
12420174	58510	EQUIP/CHS/PHYS.E	4,000	0	4,000	4,000.00	.00	.00	100.0%
12420178	52460	MACHINE MAINT/SC	1,500	0	1,500	1,240.92	.00	259.08	82.7%
12420178	53810	WASTE DISPOSAL	7,500	0	7,500	9,535.00	.00	-2,035.00	127.1%
12420178	58510	EQUIP/CHS/SCIENC	18,000	0	18,000	17,764.42	.00	235.58	98.7%
12420200	58510	EQUIP/McCARTHY/G	5,000	-4,843	157	157.40	.00	.00	100.0%
12420274	58510	EQUIP/McCARTHY/P	2,500	0	2,500	2,500.00	.00	.00	100.0%
12420278	58510	EQUIP/McCARTHY/S	6,000	0	6,000	5,968.62	.00	31.38	99.5%
12420300	58510	EQUIP/PARKER/GEN	5,000	-4,687	313	313.23	.00	.00	100.0%
12420374	58510	EQUIP/PARKER/PHY	2,500	160	2,660	2,638.15	.00	21.85	99.2%
12420378	52460	MACH MAINT/SCIEN	2,000	0	2,000	1,750.92	.00	249.08	87.5%
12420378	58510	EQUIP/PARKER/SCI	4,000	0	4,000	3,999.13	.00	.87	100.0%
12420400	58510	EQUIP/BYAM/GENER	5,000	-5,000	0	.00	.00	.00	.0%
12420474	58510	EQUIP/BYAM/PHYS.	1,000	10,529	11,529	1,000.00	10,528.75	.00	100.0%
12420500	58510	EQUIP/CENTER/GEN	5,000	-5,000	0	.00	.00	.00	.0%
12420574	58510	EQUIP/CENTER/PHY	1,000	10,529	11,529	1,000.00	10,528.75	.00	100.0%
12420600	58510	EQUIP/HARR./GENE	5,000	-5,000	0	.00	.00	.00	.0%
12420674	58510	EQUIP/HARR./PHYS	1,000	10,529	11,529	972.42	10,528.75	27.58	99.8%
12420700	58510	EQUIP/SO. ROW/GE	5,000	-4,894	106	105.99	.00	.00	100.0%
12420774	58510	EQUIP/SO. ROW/PH	1,000	10,369	11,369	793.37	10,528.75	46.63	99.6%
TOTAL INSTRUCTIONAL EQUIPMENT			183,600	15,229	198,829	129,243.00	69,585.52	.00	100.0%
2430 GENERAL SUPPLIES									
12430000	54200	COPIER PAPER	54,000	20,155	74,155	69,183.56	.00	4,971.64	93.3%
12430023	54000	SUPP./SYSTEMWIDE	3,000	0	3,000	2,291.49	8,029.93	-7,321.42	344.0%

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12430058	57800	OTHER EXPENSE/MU	15,400	2,371	17,771	17,126.25	.00	645.00	96.4%
12430076	54000	SUPPLIES SPECIAL	42,500	0	42,500	34,247.07	.00	8,252.93	80.6%
12430084	57800	OTHER CHARGES/EX	3,200	0	3,200	2,560.00	.00	640.00	80.0%
12430100	54000	SUPP./CHS/GENERA	68,225	-35,353	32,872	23,040.16	.00	9,831.41	70.1%
12430102	54000	SUPP./CHS/ART	23,723	0	23,723	23,721.79	.00	1.21	100.0%
12430106	54000	SUPP./CHS/BUS.	8,000	0	8,000	848.26	.00	7,151.74	10.6%
12430124	54000	SUPP./CHS/ENGLIS	1,500	0	1,500	1,499.82	.00	.18	100.0%
12430128	54000	SUPP./CHS/F. LAN	5,000	27,097	32,097	32,086.08	.00	10.92	100.0%
12430134	54000	SUPP./CHS/HLTH.	2,400	-45	2,355	2,348.55	.00	6.26	99.7%
12430138	54000	SUPP./CHS/INDUST	7,500	1,547	9,047	9,047.01	.00	-.01	100.0%
12430139	54000	SUPP./CHS/TECH.	11,000	-1,547	9,453	8,835.41	.00	617.59	93.5%
12430156	54000	SUPP./CHS/MATH	2,350	7,800	10,150	10,142.40	.00	7.60	99.9%
12430158	54000	SUPP./CHS/MUSIC	8,933	21,679	30,612	24,669.50	5,476.16	466.09	98.5%
12430177	54000	SUPP./CHS/READIN	1,500	0	1,500	697.52	.00	802.48	46.5%
12430178	54000	SUPP./CHS/SCIENC	21,000	-1,167	19,833	16,729.09	.00	3,103.91	84.3%
12430184	54000	SUPP./CHS/SOC. S	3,000	0	3,000	2,965.95	.00	34.05	98.9%
12430200	54000	SUPP./MCCARTHY/G	19,000	12,500	31,500	65,625.23	.00	-34,125.23	208.3%
12430202	54000	SUPP./MCCARTHY/A	7,900	1,302	9,202	9,066.17	.00	136.30	98.5%
12430224	54000	SUPP./MCCARTHY/E	1,500	248	1,748	1,747.94	.00	.00	100.0%
12430228	54000	SUPP./MCCARTHY/F	2,500	0	2,500	2,500.00	.00	.00	100.0%
12430234	54000	SUPP./MCCARTHY/H	800	45	845	845.19	.00	.00	100.0%
12430239	54000	SUPP./MCCARTHY/T	11,000	0	11,000	10,818.70	.00	181.30	98.4%
12430256	54000	SUPP./MCCARTHY/M	3,000	0	3,000	2,925.10	.00	74.90	97.5%
12430258	54000	SUPP./MCCARTHY/M	6,150	12,697	18,847	18,846.08	.00	.92	100.0%
12430277	54000	SUPP./MCCARTHY/R	2,000	0	2,000	1,594.36	.00	405.64	79.7%
12430278	54000	SUPP./MCCARTHY/S	8,500	0	8,500	7,725.44	.00	774.56	90.9%
12430284	54000	SUPP./MCCARTHY/S	1,500	0	1,500	1,500.00	.00	.00	100.0%
12430300	54000	SUPP./PARKER/GEN	15,500	11,965	27,465	63,130.77	5,192.30	-40,858.07	248.8%
12430302	54000	SUPP./PARKER/ART	6,125	16,570	22,695	22,693.83	.00	1.17	100.0%
12430324	54000	SUPP./PARKER/ENG	2,000	353	2,353	2,353.31	.00	.00	100.0%
12430334	54000	SUPP./PARKER/HLT	800	0	800	773.85	.00	26.15	96.7%
12430339	54000	SUPP./PARKER/TEC	11,000	0	11,000	3,940.96	.00	7,059.04	35.8%
12430356	54000	SUPP./PARKER/MAT	3,000	0	3,000	2,834.50	.00	165.50	94.5%
12430358	54000	SUPP./PARKER/MUS	7,100	25,765	32,865	32,864.05	.00	.48	100.0%
12430377	54000	SUPP./PARKER/REA	2,000	0	2,000	1,649.72	.00	350.28	82.5%
12430378	54000	SUPP./PARKER/SCI	12,000	1,167	13,167	13,050.73	.00	116.27	99.1%
12430384	54000	SUPP./PARKER/SOC	3,000	0	3,000	2,985.12	.00	14.88	99.5%
12430400	54000	GENERAL SUPPLIES	39,500	25,000	64,500	64,032.71	155.14	312.15	99.5%
12430402	54000	SUPP./BYAM/ART	3,400	85	3,485	3,484.72	.00	.28	100.0%
12430439	54000	SUPP./BYAM/TECH.E	3,500	0	3,500	2,545.32	.00	954.68	72.7%
12430451	54000	SUPP./BYAM/LANG.	2,500	0	2,500	2,500.00	.00	.00	100.0%
12430456	54000	SUPP./BYAM/MATH	2,500	0	2,500	2,494.87	.00	5.13	99.8%
12430458	54000	SUPP./BYAM/MUSIC	1,300	1,771	3,071	3,044.10	.00	26.90	99.1%
12430478	54000	SUPP./BYAM/SCIEN	6,500	0	6,500	6,413.04	.00	86.96	98.7%

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12430484	54000	SUPP./BYAM/SOC.	2,500	0	2,500	2,500.00	.00	.00	100.0%
12430500	54000	SUPP./CENTER/GEN	25,700	22,913	48,613	43,256.08	.00	5,356.64	89.0%
12430502	54000	SUPP./CENTER/ART	3,400	-45	3,355	3,321.86	.00	33.14	99.0%
12430539	54000	SUPP/CENTER/TECH	3,500	0	3,500	1,876.58	.00	1,623.42	53.6%
12430551	54000	SUPP./CENTER/LAN	2,500	0	2,500	2,198.39	.00	301.61	87.9%
12430556	54000	SUPP./CENTER/MAT	2,500	0	2,500	2,428.82	.00	71.18	97.2%
12430558	54000	SUPP./CENTER/MUS	1,300	0	1,300	1,173.04	.00	126.96	90.2%
12430578	54000	SUPP./CENTER/SCI	6,500	0	6,500	6,469.23	.00	30.77	99.5%
12430584	54000	SUPP./CENTER/SOC	2,500	0	2,500	2,500.00	.00	.00	100.0%
12430600	54000	SUPP./HARR./GENE	26,000	25,000	51,000	39,426.74	.00	11,573.26	77.3%
12430602	54000	SUPP./HARR./ART	3,500	50	3,550	3,549.44	.00	.07	100.0%
12430639	54000	SUPP/HARR./TECH.	3,500	0	3,500	1,896.44	.00	1,603.56	54.2%
12430651	54000	SUPP./HARR./LANG	2,500	0	2,500	1,890.65	.00	609.35	75.6%
12430656	54000	SUPP./HARR./MATH	2,500	0	2,500	2,481.57	.00	18.43	99.3%
12430658	54000	SUPP./HARR./MUSI	1,300	-50	1,250	1,043.33	.00	207.16	83.4%
12430678	54000	SUPP./HARR./SCIE	6,500	0	6,500	6,383.72	.00	116.28	98.2%
12430684	54000	SUPP./HARR./SOC.	2,500	0	2,500	2,500.00	.00	.00	100.0%
12430700	54000	SUPP./SO. ROW/GE	25,000	25,000	50,000	38,087.34	284.42	11,628.24	76.7%
12430702	54000	SUPP./SO. ROW/AR	3,152	170	3,322	3,321.57	.00	.43	100.0%
12430739	54000	SUPP/SO.ROW./TEC	3,500	0	3,500	1,985.00	.00	1,515.00	56.7%
12430751	54000	SUPP./SO. ROW/LA	2,500	0	2,500	2,321.15	.00	178.85	92.8%
12430756	54000	SUPP./SO. ROW/MA	2,500	0	2,500	2,466.03	.00	33.97	98.6%
12430758	54000	SUPP./SO. ROW/MU	1,100	-125	975	974.01	.00	.99	99.9%
12430778	54000	SUPP./SO. ROW/SC	6,500	0	6,500	6,461.08	.00	38.92	99.4%
12430784	54000	SUPP./SO. ROW/SO	2,500	0	2,500	2,500.00	.00	.00	100.0%
TOTAL GENERAL SUPPLIES			613,258	224,918	838,176	819,037.79	19,137.95	.00	100.0%
2440 OTHER INSTRUCTIONAL SERVICES									
12440076	53981	TUTORING/INSTRUC	20,000	-2,254	17,746	16,538.29	.00	1,207.43	93.2%
12440076	53990	CONTRACTUAL SERV	140,000	-18,560	121,440	123,062.19	.00	-1,622.19	101.3%
12440076	54000	CONTINGENCY EXPE	55,000	-3,257	51,743	45,272.03	6,056.00	414.76	99.2%
TOTAL OTHER INSTRUCTIONAL SERVICES			215,000	-24,071	190,929	184,872.51	6,056.00	.00	100.0%
2451 CLASSROOM INST TECHNOLOGY									
12451100	54204	INSTR TECH/CHS	100,000	95,388	195,388	195,387.97	.00	.00	100.0%
12451128	54205	INSTR TECH/CHS/F	10,000	0	10,000	5,000.00	.00	5,000.00	50.0%

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12451200	54204	INSTR TECH/MCC	60,000	41,753	101,753	106,753.06	.00	-5,000.00	104.9%
12451300	54204	INSTR TECH PARKE	60,000	47,527	107,527	107,527.02	.00	.00	100.0%
12451414	54204	COMPUTER/EQUIP/B	25,000	0	25,000	25,000.00	.00	.00	100.0%
12451514	54204	COMPUTER EQUIPME	25,000	0	25,000	25,000.00	.00	.00	100.0%
12451614	54204	INSTR TECH/HARR/	25,000	0	25,000	25,000.00	.00	.00	100.0%
12451714	54204	INSTR TECH/SROW/	25,000	0	25,000	25,000.00	.00	.00	100.0%
TOTAL CLASSROOM INST TECHNOLOGY			330,000	184,668	514,668	514,668.05	.00	.00	100.0%
2455 INSTRUCTIONAL SOFTWARE									
12455000	54000	INSTRUCTIONAL SO	455,000	-68,593	386,407	386,407.21	.00	.00	100.0%
TOTAL INSTRUCTIONAL SOFTWARE			455,000	-68,593	386,407	386,407.21	.00	.00	100.0%
2710 GUIDANCE COUNSELORS									
12710000	51050	SAL/SOCIAL WORKE	247,560	-17,598	229,962	229,961.93	.00	.00	100.0%
12710000	51310	MTSS/SEL STIPEND	42,500	0	42,500	42,500.00	.00	.00	100.0%
12710100	51050	GUID SALARIES /C	637,270	-13,468	623,802	623,802.43	.00	.00	100.0%
12710100	51060	CAREER ED/CHS	68,508	0	68,508	64,028.07	.00	4,479.93	93.5%
12710100	51070	SAL/SEC/GUID	47,749	0	47,749	47,749.00	.00	.00	100.0%
12710100	51310	STIPEND - GUIDAN	21,600	0	21,600	15,575.17	.00	6,024.83	72.1%
12710100	54000	SUPP./CHS/GUID	14,000	0	14,000	14,003.36	.00	-3.36	100.0%
12710200	51050	GUID SALARIES /M	363,509	0	363,509	374,858.08	.00	-11,349.08	103.1%
12710200	54000	SUPP./MCCARTHY/G	8,515	0	8,515	5,366.03	.00	3,148.97	63.0%
12710300	51050	GUID SALARIES /P	203,138	0	203,138	203,138.00	.00	.00	100.0%
12710300	54000	SUPP./PARKER/GUI	6,040	0	6,040	5,224.36	.00	815.64	86.5%
12710327	51050	SAL/PARKER/S.W.	82,349	-10,353	71,996	64,412.92	.00	7,582.75	89.5%
12710400	51050	GUID SALARIES/BY	80,877	0	80,877	80,876.90	.00	.10	100.0%
12710400	54000	SUPP./BYAM/GUID	3,100	0	3,100	2,763.93	.00	336.07	89.2%
12710500	51050	GUID SALARIES /C	95,952	0	95,952	107,683.26	.00	-11,731.26	112.2%
12710500	54000	SUPP./CENTER/GUI	3,100	0	3,100	2,763.93	.00	336.07	89.2%
12710600	51050	GUID SALARIES /H	71,000	-10,893	60,107	60,106.85	.00	.00	100.0%
12710600	54000	SUPP./HARR./GUID	3,100	0	3,100	2,763.93	.00	336.07	89.2%
12710700	51050	GUID SALARIES /S	71,000	4,558	75,558	75,558.08	.00	-.08	100.0%
12710700	54000	SUPP./SO.ROW/GUI	3,100	0	3,100	3,076.65	.00	23.35	99.2%
TOTAL GUIDANCE COUNSELORS			2,073,967	-47,754	2,026,213	2,026,212.88	.00	.00	100.0%
2800 PSYCHOLOGICAL SERVICES									
12800100	51050	SAL/CHS/PSYCH	295,447	0	295,447	295,447.10	.00	-.10	100.0%

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12800200	51050	SAL/McCARTHY/PSY	161,068	0	161,068	155,331.00	.00	5,737.00	96.4%
12800300	51050	SAL/PARKER/PSYCH	177,752	0	177,752	208,531.48	.00	-30,779.48	117.3%
12800400	51050	SAL/BYAM/PSYCH	97,218	-13,108	84,110	69,695.08	.00	14,414.72	82.9%
12800500	51050	SAL/CENTER/PSYCH	91,112	-47,291	43,821	33,193.15	.00	10,627.85	75.7%
12800600	51050	SAL/HARR./PSYCH	80,534	0	80,534	80,533.95	.00	.05	100.0%
12800700	51050	SAL/SO.ROW/PSYCH	107,186	0	107,186	107,186.04	.00	-.04	100.0%
TOTAL PSYCHOLOGICAL SERVICES			1,010,317	-60,399	949,918	949,917.80	.00	.00	100.0%
3200 MEDICAL/HEALTH SERVICES									
13200000	51007	NURSES/SUB	60,000	-33,851	26,149	27,200.00	.00	-1,051.00	104.0%
13200000	51310	SCHOOL NURSES-ST	2,200	-2,200	0	.00	.00	.00	.0%
13200000	53170	DOCTOR SALARY	5,000	0	5,000	5,000.00	.00	.00	100.0%
13200000	53990	CONTRACTUAL SERV	58,883	-53,030	5,853	5,853.00	.00	.00	100.0%
13200000	57140	COURSE REIMBURSE	4,000	-4,000	0	.00	.00	.00	.0%
13200100	51050	SAL/CHS/NURSE	159,188	0	159,188	159,736.09	.00	-548.09	100.3%
13200100	54000	SUPP/CHS/NURSE	4,200	0	4,200	2,756.82	.00	1,443.18	65.6%
13200100	57100	HEALTH TRAVEL/HI	700	0	700	.00	.00	700.00	.0%
13200100	58510	EQUIP/CHS/NURSE	2,100	-2,100	0	.00	.00	.00	.0%
13200163	51050	SAL/CHS/NURSE	51,559	0	51,559	51,558.99	.00	.01	100.0%
13200200	51050	SAL/McCARTHY/NUR	95,952	-31,148	64,804	64,803.20	.00	.80	100.0%
13200200	53990	INSUR./McCARTHY/	1,375	-44	1,331	781.00	.00	549.65	58.7%
13200200	54000	SUPP/McCARTHY/NU	1,623	0	1,623	1,256.74	.00	366.26	77.4%
13200263	51050	SAL/McCARTHY/NUR	51,559	0	51,559	51,841.51	.00	-282.51	100.5%
13200300	51050	SAL/PARKER/NURSE	95,952	0	95,952	96,477.72	.00	-525.72	100.5%
13200300	54000	SUPP/PARKER/NURS	1,623	0	1,623	1,260.87	.00	362.13	77.7%
13200363	51050	SAL/PARKER/NURSE	58,358	0	58,358	58,358.04	.00	-.04	100.0%
13200400	51050	SAL/BYAM/NURSE	71,000	0	71,000	71,548.01	.00	-548.01	100.8%
13200400	54000	SUPP/BYAM/NURSE	1,260	0	1,260	1,274.89	.00	-14.89	101.2%
13200500	51050	SAL/CENTER/NURSE	80,877	0	80,877	80,876.90	.00	.10	100.0%
13200500	54000	SUPP/CENTER/NURS	1,260	0	1,260	1,090.93	.00	169.07	86.6%
13200600	51050	SAL/HARR./NURSE	64,450	0	64,450	64,450.05	.00	-.05	100.0%
13200600	54000	SUPP/HARR./NURSE	1,260	0	1,260	1,259.98	.00	.02	100.0%
13200700	51050	SAL/SO.ROW/NURSE	77,585	0	77,585	78,010.16	.00	-425.16	100.5%
13200700	54000	SUPP/SO.ROW/NURS	1,260	0	1,260	1,228.05	.00	31.95	97.5%
13200976	51050	SAL/CHIPS/NURSE	41,646	0	41,646	41,873.70	.00	-227.70	100.5%
TOTAL MEDICAL/HEALTH SERVICES			994,870	-126,373	868,497	868,496.65	.00	.00	100.0%
3300 TRANSPORTATION									
13300000	51060	SALARIES PSP	10,800	0	10,800	5,130.00	.00	5,670.00	47.5%

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13300000	51070	SALARIES -TRANSP	54,776	0	54,776	54,776.54	.00	- .54	100.0%
13300000	53988	REGULAR TRANSPOR	1,853,187	0	1,853,187	1,742,652.00	.00	110,535.00	94.0%
13300000	53990	LATE BUSES/HIGH-	69,000	1,855	70,855	61,300.96	.00	9,554.04	86.5%
13300000	53996	FOSTER TRANS	40,000	0	40,000	10,050.00	.00	29,950.00	25.1%
13300000	53997	TRANSPORTATION S	4,995	0	4,995	4,995.00	.00	.00	100.0%
13300000	53999	HOMELESS TRANS	75,000	0	75,000	140,323.05	1,855.00	-67,178.05	189.6%
13300076	53990	SPED TRANSPORTAT	2,540,000	188,000	2,728,000	2,816,530.72	.00	-88,530.45	103.2%
TOTAL TRANSPORTATION			4,647,758	189,855	4,837,613	4,835,758.27	1,855.00	.00	100.0%
3400 FOOD SERVICES									
13400000	51110	SALARIES-FULL TI	104,691	0	104,691	104,691.08	.00	- .08	100.0%
13400000	53990	CAFE CONT SERVIC	25,000	-19,100	5,900	5,900.00	.00	.08	100.0%
TOTAL FOOD SERVICES			129,691	-19,100	110,591	110,591.08	.00	.00	100.0%
3510 ATHLETIC SERVICES									
13510100	51040	SAL/ATHLETIC STU	14,239	0	14,239	11,204.97	.00	3,034.03	78.7%
13510100	51050	SAL/CHS/AD/TRAIN	120,976	0	120,976	120,975.92	.00	.08	100.0%
13510100	51060	SAL/ATHLETICTRAI	57,461	0	57,461	57,461.04	.00	- .04	100.0%
13510100	51070	SAL/SEC/ATHL	42,017	0	42,017	40,861.08	.00	1,155.92	97.2%
13510100	51310	SAL/ATHLETIC/COA	96,626	42,826	139,452	151,185.54	.00	-11,733.66	108.4%
13510100	52110	ATH DEPT STADIUM	2,500	0	2,500	.00	.00	2,500.00	.0%
13510100	52400	POOL & ICE	95,000	-7,295	87,705	82,871.20	.00	4,833.67	94.5%
13510100	53989	OFFICIALS/POLICE	135,000	-5,000	130,000	128,630.59	.00	1,369.41	98.9%
13510100	53990	RECONDITIONING	25,000	1,400	26,400	26,378.73	.00	21.27	99.9%
13510100	53995	TRANSPORTATION	120,000	0	120,000	116,536.52	.00	3,463.48	97.1%
13510100	54000	SUPP/CHS/ATHL	68,000	69,795	137,795	72,076.37	72,250.72	-6,532.09	104.7%
13510100	54310	MEDICAL	9,500	0	9,500	9,372.07	.00	127.93	98.7%
13510100	57400	INSUR./CHS/ATHL	30,170	0	30,170	28,410.00	.00	1,760.00	94.2%
13510100	57800	OTHER EXPENSES	60,000	61,337	121,337	75,294.90	46,042.39	.00	100.0%
TOTAL ATHLETIC SERVICES			876,489	163,063	1,039,552	921,258.93	118,293.11	.00	100.0%
3520 OTHER STUDENT ACTIVITIES									
13520064	54000	DESTINATION IMAG	2,300	-2,300	0	.00	.00	.00	.0%

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13520100	51050	SAL/CHS/ADVISORS	93,190	0	93,190	93,190.00	.00	.00	100.0%
13520128	57800	CULTURAL EXCHANG	8,000	-6,490	1,510	1,510.21	.00	.00	100.0%
13520145	54000	SUPP/CHS/VOICE	3,000	-3,000	0	.00	.00	.00	.0%
13520154	53990	MATH TEAM TRANSP	2,750	-883	1,867	1,867.23	.00	.00	100.0%
13520160	54000	NAT'L HONOR SOC/	4,900	-4,900	0	.00	.00	.00	.0%
13520178	53910	SCIENCE CLUB/HIG	2,500	0	2,500	2,384.25	.00	115.75	95.4%
13520194	51465	NIGHT SCHOOL HS	5,000	-2,500	2,500	2,500.02	.00	.00	100.0%
13520200	51050	SAL/McCARTHY/ADV	39,900	0	39,900	39,634.76	.00	265.24	99.3%
13520200	51310	SAL/McCARTHY/K.B	3,000	-489	2,511	2,250.00	.00	261.47	89.6%
13520300	51050	SAL/PARKER/ADVIS	39,900	0	39,900	40,542.46	.00	-642.46	101.6%
TOTAL OTHER STUDENT ACTIVITIES			204,440	-20,561	183,879	183,878.93	.00	.00	100.0%
3600 SCHOOL SECURITY									
13600100	51060	STCH SCHOOL SECU	103,120	0	103,120	103,120.08	.00	-.08	100.0%
13600100	51310	COURT LIAISON	15,000	-15,000	0	.00	.00	.17	.0%
13600200	51060	MCC PSP - SECURI	49,058	0	49,058	49,058.10	.00	-.10	100.0%
13600300	51060	PARKER - PSP - S	51,559	0	51,559	51,558.99	.00	.01	100.0%
TOTAL SCHOOL SECURITY			218,737	-15,000	203,737	203,737.17	.00	.00	100.0%
4110 CUSTODIAL SERVICES									
14110000	51003	ADMINISTRATOR	9,678	0	9,678	9,678.16	.00	-.16	100.0%
14110000	51040	SALARIES - CUSTO	576,956	0	576,956	610,639.25	.00	-33,683.25	105.8%
14110000	51050	SALARIES - PROFE	147,108	0	147,108	147,108.00	.00	.00	100.0%
14110000	51110	SALARIES-CUST OT	10,000	0	10,000	8,782.17	.00	1,217.83	87.8%
14110000	51310	SALARIES- CUST O	17,500	0	17,500	24,197.63	.00	-6,697.63	138.3%
14110000	53990	CONTRACTUAL SERV	901,659	-27,833	873,826	863,499.00	.00	10,327.00	98.8%
14110000	54000	SUPPLIES	234,086	-37,480	196,606	161,887.96	10,062.40	24,655.77	87.5%
14110000	55960	UNIFORM ALLOWANC	8,250	0	8,250	8,250.00	.00	.00	100.0%
14110000	57800	OTHER CHARGES/EX	1,577	6,000	7,577	6,658.02	.00	918.98	87.9%
14110119	54000	SUPP/CHS/PERFORM	17,000	0	17,000	13,738.54	.00	3,261.46	80.8%
TOTAL CUSTODIAL SERVICES			1,923,814	-59,313	1,864,501	1,854,438.73	10,062.40	.00	100.0%
4120 HEATING OF BUILDINGS									
14120000	52130	FUEL	7,500	0	7,500	8,685.50	.00	-1,185.50	115.8%

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14120100	52130	FUEL/HIGH	144,200	0	144,200	144,672.20	.00	-472.20	100.3%
14120200	52130	FUEL/MCCARTHY	74,600	0	74,600	83,938.32	.00	-9,338.32	112.5%
14120300	52130	FUEL/PARKER	61,900	-47,902	13,998	1,941.49	.00	12,056.14	13.9%
14120400	52130	FUEL / BYAM	39,500	0	39,500	30,983.03	.00	8,516.97	78.4%
14120500	52130	FUEL - CENTER SC	32,600	0	32,600	32,056.97	.00	543.03	98.3%
14120600	52130	FUEL-HARRINGTON	22,400	0	22,400	20,739.28	.00	1,660.72	92.6%
14120700	52130	FUEL-SOUTH ROW	34,500	0	34,500	46,280.84	.00	-11,780.84	134.1%
TOTAL HEATING OF BUILDINGS			417,200	-47,902	369,298	369,297.63	.00	.00	100.0%
4130 UTILITY SERVICES									
14130000	52110	ELECTRIC	22,400	0	22,400	19,277.80	.00	3,122.20	86.1%
14130000	53410	TELEPHONE/SUPT O	68,800	-42,871	25,929	24,766.74	22.09	1,139.98	95.6%
14130100	52110	ELECTRICITY/HIGH	226,700	-58,475	168,225	167,554.92	.00	670.08	99.6%
14130100	52310	WATER/HIGH	9,300	0	9,300	11,044.64	.00	-1,744.64	118.8%
14130100	53410	TELEPHONE/HIGH	47,200	-19,174	28,026	27,805.19	135.17	85.73	99.7%
14130200	52110	ELECTRICITY/MCCA	101,600	0	101,600	111,318.70	.00	-9,718.70	109.6%
14130200	53410	TELEPHONE/MCCART	28,600	-11,590	17,010	12,642.50	22.09	4,345.52	74.5%
14130300	52110	ELECTRICITY/PARK	103,400	0	103,400	100,868.37	.00	2,531.63	97.6%
14130300	53410	TELEPHONE/PARKER	28,600	-16,164	12,436	12,397.31	.00	38.49	99.7%
14130400	52110	ELECTRICITY/BYAM	59,500	0	59,500	63,533.25	.00	-4,033.25	106.8%
14130400	53410	TELEPHONE/BYAM	17,200	-6,262	10,938	7,991.31	22.09	2,924.90	73.3%
14130500	52110	ELECTRIC - CENTE	62,900	-22,169	40,731	40,730.96	.00	.00	100.0%
14130500	52310	WATER CENTER SCH	3,400	0	3,400	2,171.40	.00	1,228.60	63.9%
14130500	53410	TELEPHONE - CENT	16,000	0	16,000	8,234.30	44.18	7,721.52	51.7%
14130600	52110	ELECTRICITY/HARR	55,600	0	55,600	69,210.41	.00	-13,610.41	124.5%
14130600	52310	WATER/HARRINGTON	3,300	0	3,300	4,709.82	.00	-1,409.82	142.7%
14130600	53410	TELEPHONE/HARR	16,000	0	16,000	7,748.32	.00	8,251.68	48.4%
14130700	52110	ELECTRICITY/SO R	48,600	0	48,600	58,839.55	.00	-10,239.55	121.1%
14130700	53410	TELEPHONE/SO ROW	14,900	-5	14,895	6,198.65	.00	8,696.04	41.6%
TOTAL UTILITY SERVICES			934,000	-176,710	757,290	757,044.14	245.62	.00	100.0%
4210 MAINTENANCE OF GROUNDS									
14210000	59238	GENERAL MAINT	115,000	387,488	502,488	121,019.85	381,468.19	.00	100.0%
14210100	59238	GROUNDS/HIGH	55,000	64,931	119,931	119,930.59	.00	.00	100.0%
TOTAL MAINTENANCE OF GROUNDS			170,000	452,419	622,419	240,950.44	381,468.19	.00	100.0%
5150 EMPLOYEE SEPERATION COSTS									

TOWN OF CHELMSFORD

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
15150000 51140 RETIREMENT/SICK	242,777	-71,001	171,777	171,776.50	.00	.00	100.0%	
TOTAL EMPLOYEE SEPERATION COSTS	242,777	-71,001	171,777	171,776.50	.00	.00	100.0%	
7200 CAPITAL- LAND & BUILDING								
17200000 57800 OTHER CHARGES/EX	0	207,145	207,145	36,374.20	170,770.86	.00	100.0%	
TOTAL CAPITAL- LAND & BUILDING	0	207,145	207,145	36,374.20	170,770.86	.00	100.0%	
9300 TUITION NON-PUBLIC SCHOOLS								
19300076 53990 TUITIONS	4,151,116	-1,371,770	2,779,346	2,779,346.21	.00	.00	100.0%	
19309976 53990 PREPAID TUITION	0	1,883,312	1,883,312	1,883,311.63	.00	.00	100.0%	
TOTAL TUITION NON-PUBLIC SCHOOLS	4,151,116	511,542	4,662,658	4,662,657.84	.00	.00	100.0%	
TOTAL UNDEFINED	73,880,000	0	73,880,000	73,069,818.08	810,181.92	.00	100.0%	
GRAND TOTAL	73,880,000	0	73,880,000	73,069,818.08	810,181.92	.00	100.0%	

** END OF REPORT - Generated by Joanna Johnson-Collins **

CHELMSFORD PUBLIC SCHOOLS
FY25 GRANT AND REVOLVING FUND SUMMARY
AS OF JUNE 30, 2025

MUNIS #	DESE #		FY25 Award	Balance 7/1/2024	Receipts	Expenditures	Encumbrances	Current Ending Balance (ties to Munis)	Remaining Revenue	Ending Balance with Remaining Revenue
Federal & State Grants										
119	119	ESSER III CARES Act Grant - FY22	1,428,108	0.00	1,428,108.00	1,428,108.00		0.00	-	-
180	180	Title III - FY23	38,161	0.00	38,161.00	38,161.00		0.00	-	-
305	305	Title I - FY23	230,005	0.00	230,005.00	230,005.00		0.00	-	-
309	309	Title IVA - FY23	14,195	0.00	14,195.00	14,195.00		0.00	-	-
140	140	Title IIA Teacher Quality - FY24	76,828	0.00	76,828.00	76,828.00		0.00	-	-
180	180	Title III - FY24	40,671	0.00	40,671.00	40,671.00		0.00	-	-
240	240	SPED Entitlement Allocation - FY24	1,431,188	0.00	1,430,206.00	1,431,188.00		(982.00)	982.00	-
274	274	SPED Program Improvement - FY24	38,197	0.00	38,196.50	38,196.50		0.00	-	-
305	305	Title I - FY24	213,121	0.00	213,121.00	213,121.00		0.00	-	-
309	309	Title IVA - FY24	16,854	0.00	13,142.00	13,941.00		(799.00)	3,712.00	2,913.00
140	140	Title IIA Teacher Quality - FY25	80,679	0.00	80,679.00	80,679.00		0.00	-	-
180	180	Title III - FY25	46,750	0.00	38,735.14	38,735.14		0.00	8,014.86	8,014.86
240	240	SPED Entitlement Allocation - FY25	1,433,698	0.00	556,492.80	620,743.49		(64,250.69)	877,205.20	812,954.51
262	262	SPED Early Childhood - FY25	40,917	0.00	40,917.00	40,917.00		0.00	-	-
274	274	SPED Program Improvement - FY25	20,000	0.00	550.00	550.00		0.00	19,450.00	19,450.00
305	305	Title I - FY25	419,657	0.00	180,620.90	182,722.12		(2,101.22)	239,036.10	236,934.88
309	309	Title IVA - FY25	15,454	0.00	6,750.00	6,750.00		0.00	8,704.00	8,704.00
419	419	Innovation Pathways CHS - FY25	42,400	0.00	35,707.61	35,707.61		0.00	6,692.39	6,692.39
461	461	Early College Planning CHS - FY25	26,300	0.00	19,238.21	19,238.21		0.00	7,061.79	7,061.79
Other Grant Funds										
237	23724206	ATEF Grant (FY25)	1,741		1,741.23	1,676.16		65.07		65.07
250	25032005	Essential School Heath Grant (State) - FY25	37,500		37,500.00	30,145.60		7,354.40		7,354.40
254	254796	Terraponics Science Grant (Energy Conserv Comm) c/o		800.00				800.00		800.00
273	27300000	E-rate	156,167		156,167.34	72,773.34		83,394.00		83,394.00
301	30130007	Lowell General Hospital Circle Health (Private Grant 10K)		846.41				846.41		846.41
301	30123504	Applied Learning Leadership (Private Gr) CHS 3600 c/o		17.43				17.43		17.43
301	30123575	Project Lead The Way (Private Grant) CHS	15,000		15,000.00	15,000.00		0.00		-
301	30124152	Science Eco Rise (Private Grant) 1439 c/o		2.69				2.69		2.69
301	30124154	Science Eco Rise (Private Grant) 649.80 c/o		649.80				649.80		649.80
301	30124201	AFCEA Science (Private Grant) 2,000 c/o		28.17				28.17		28.17
301	30124153	Ecology Club Composting (Private Gr) 10000 c/o		2,563.40		2,563.40		0.00		-
301	30124155	Ecology Club Composting (Private Gr) 5000	5,000		5,000.00	2,086.60		2,913.40		2,913.40
301	30124405	PACE-TWO MIT STEM (Private Gr) 6084	6,084		6,084.00	2,500.00		3,584.00		3,584.00
301	30127000	MA School Mental Health Consort. (Private) c/o		500.00				500.00		500.00
301	30135200	Computer Science Honor Society 1 (Private) 500 c/o		75.00				75.00		75.00
301	30135201	Computer Science Honor Society 2 (Private) 500 c/o		500.00				500.00		500.00
310	---	Circuit Breaker	3,557,051	2,285,026.00	3,813,033.00	2,505,762.00		3,592,297.00		3,592,297.00
819	819555	Special Ed Reserve Fund (750K established FY22)		795,660.20	29,173.49			824,833.69		824,833.69
589	58962002	MA Civic Learning Grant (State) - 4400 c/o from FY22		350.00				350.00		350.00

CHELMSFORD PUBLIC SCHOOLS
FY25 GRANT AND REVOLVING FUND SUMMARY
AS OF JUNE 30, 2025

		Revolving Accounts	Estimated Receipts	Balance 7/1/2024	Receipts	Expenditures	Encumbrances	Current Ending Balance	Estimated Revenue	Ending Balance with Estimated Revenue
501	---	Café (School Nutrition)		4,168,053.36	3,018,535.50	3,189,357.78		3,997,231.08		3,997,231.08
502	---	Athletic		1,146,597.91	353,695.10	449,895.02		1,050,397.99		1,050,397.99
503	---	Gifts & Donations		53,320.55	16,055.62	13,337.82		56,038.35		56,038.35
503	---	Gifts & Donations - 255 Princeton St Development			180,000.00			180,000.00		180,000.00
504	---	Lost / Damaged Books & Computers		19,018.59	35,877.22	400.00		54,495.81		54,495.81
505	---	Musical Instrument Repair		0.00	0.00	0.00		0.00		-
506	---	Adult Education/Music/Guidance		500,439.15	418,618.24	333,200.25		585,857.14		585,857.14
507	---	Childcare		1,818,301.40	2,584,176.24	2,320,951.68		2,081,525.96		2,081,525.96
508	---	Out of Town Tuition Reimbursement		75,494.99	25,688.20			101,183.19		101,183.19
509	---	Summer School		34,746.16	6,500.00	4,000.00		37,246.16		37,246.16
510	---	School Choice	260,000.00	2,820,570.06	409,499.00			3,230,069.06		3,230,069.06
511	---	Civic Activities		383,504.26	316,867.75	180,657.94		519,714.07		519,714.07
516	---	Transportation	330,000.00	1,187,710.36	363,129.90	453,400.51		1,097,439.75		1,097,439.75
517	---	Student Activity	45,000.00	354,803.94	52,943.50	44,002.00		363,745.44		363,745.44
518	---	Turf Fields		355,075.36	76,207.50	7,741.82		423,541.04		423,541.04

Parker Middle School
Balance Sheet
As of May 31, 2025

	<u>May 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Parker Agency Account	63,467.21
Parker Principal Account	17,775.12
Total Checking/Savings	<u>81,242.33</u>
Total Current Assets	<u>81,242.33</u>
TOTAL ASSETS	<u>81,242.33</u>
LIABILITIES & EQUITY	
Equity	
Band	1,379.07
Chorus	5,868.92
Drama	49,970.27
General Student Body Fund	10,944.23
Grade 5 and Field Trips	1,941.31
Grade 6 and Field Trips	459.74
Orchestra	1,617.56
Student Council	4,018.05
Yearbook	5,043.18
Total Equity	<u>81,242.33</u>
TOTAL LIABILITIES & EQUITY	<u>81,242.33</u>

McCarthy Middle School
Balance Sheet
As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
McCarthy Agency Account	26,850.08
McCarthy Principal Account	19,209.91
Total Checking/Savings	46,059.99
Total Current Assets	46,059.99
TOTAL ASSETS	46,059.99
LIABILITIES & EQUITY	
Equity	
Band	6,082.56
Chorus	2,037.80
Cross Country	167.93
Drama	18,496.68
General Student Body Fund	1,282.05
Grade 7 and Field Trips	566.87
Grade 8 and Field Trips	14,973.51
Orchestra	1,024.46
Student council	188.07
Year Book	1,240.06
Total Equity	46,059.99
TOTAL LIABILITIES & EQUITY	46,059.99

Chelmsford High School Student Activities

Balance Sheet New

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
CHS Enterprise Checking	61,648.01
Enterprise Agency Account	183,208.43
Total Checking/Savings	244,856.44
Total Current Assets	244,856.44
TOTAL ASSETS	244,856.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Equity - Athletics	131.35
Equity - ATWE	1,524.91
Equity - Band	738.72
Equity - Basketball Girls	0.00
Equity - Best Buddies	157.10
Equity - Career Center	1,270.26
Equity - Cheerleading	150.11
Equity - Chorus	987.38
Equity - Class of 23	10,845.96
Equity - Class of 24	14,487.29
Equity - Class of 25	63,026.13
Equity - Class of 26	19,436.04
Equity - Class of 27	1,962.89
Equity - Class of 28	941.80
Equity - Cross Country	2,250.00
Equity - Dance Team	802.41
Equity - DECA	6,240.17
Equity - ECO Club	211.51
Equity - Field Hockey	1,027.97
Equity - Field Trips	3,738.27
Equity - Fine Arts	2,676.70
Equity - Football	832.28
Equity - Gen. Student Body Fund	5,177.08
Equity - Golf	0.00
Equity - Ice Hockey Boys	978.06
Equity - Ice Hockey Girls	440.85
Equity - Key Club / Interact	7,492.15
Equity - Lacrosse Boys	11,284.07
Equity - Lacrosse Girls	3,350.52

Chelmsford High School Student Activities

Balance Sheet New

As of May 31, 2025

	May 31, 25
Equity - LIME	3,887.11
Equity - Lion Yearbook	3,547.61
Equity - Melting Pot Club	485.98
Equity - Mock Trial	255.50
Equity - Model UN	554.06
Equity - National Business HS	236.78
Equity - National Honor Society	1,282.63
Equity - National Science HS	2,734.20
Equity - NEHS	942.19
Equity - Orchestra	635.22
Equity - PAVE Program	319.78
Equity - Rugby	5,587.10
Equity - SAGA/PRISM	608.18
Equity - Ski Team	777.75
Equity - Soccer Boys	2,375.11
Equity - Soccer Girls	3,469.54
Equity - Softball	495.57
Equity - Speech & Debate Team	971.37
Equity - Student Council	3,029.68
Equity - Student Trainers	73.50
Equity - Swim Team Boys	1,102.07
Equity - Swim Team Girls	186.90
Equity - Tennis Boys	16.15
Equity - Tennis Girls	1,281.12
Equity - Theatre Guild	29,443.68
Equity - TJF (GIVE)	785.76
Equity - Track	323.24
Equity - Travel Abroad	411.36
Equity - Tri-M	215.40
Equity - Voice Student News	344.02
Equity - Volleyball Boys	3,289.83
Equity - Volleyball Girls	7,832.60
Equity - World Language HS -LFS	732.95
Equity - Wrestling	4,460.52
Total Other Current Liabilities	244,856.44
Total Current Liabilities	244,856.44
Total Liabilities	244,856.44
TOTAL LIABILITIES & EQUITY	244,856.44



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the Chelmsford School Committee

From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*

Date: August 5, 2025

RE: Approval of 2025/26 Family and Student Handbook Updates

Attached please find a copy of the district's 2025/26 Student Handbook with proposed language changes from the July 22, 2025 meeting, additional updates regarding the Health Services section, and the inclusion of newly developed language to address non-discrimination regarding curriculum materials. I have attached the red-lined version showing the updates incorporating these changes for your review.

Vote:

I recommend the Committee vote to approve the 2025/26 Family and Student Handbook with the proposed updates at the regular school committee meeting on August 5, 2025.



Chelmsford Public Schools Student – Family Handbook

2025 -2026

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This handbook has been translated into the major languages spoken by parents or guardians of District students. If a parent's or student's primary language is not English, and the District has not already translated a student handbook or student code of conduct into their primary language, the District will translate a handbook and/or code of conduct into that language or will make oral interpretation available for any parent or guardian with limited English skills, including parents or guardians who speak low-incidence languages.

Communication

If there is a situation at home that might affect your child, please let the teacher, school counselor or administrator know. Adjustments and extra consideration can be given to your child if we understand what he/she is experiencing. Some common situations are the death or serious illness of a family member, the death of a pet, parent business travel, etc. We want to support your child, so please keep us informed. If parents are concerned with any school-related issues, they should first discuss the matter with the teacher involved.

X2 Family Portal is the student information system used by the Chelmsford Public School System. Families will have a unique login to access their children's information (i.e. attendance, grades, schedule, contact information, etc.). It is the parent's responsibility to maintain accurate contact information at all times.

Blackboard ConnectEd is our Community Outreach and Emergency Communication system. It allows us to contact you immediately, effectively, and efficiently by phone or email should we have the need. It is critical that you provide the school office with current contact information in September and to update the information should there be any change during the course of the school year.

Calendar

[School Calendar](#)

The Chelmsford Public School calendar is set each year by the Chelmsford School Committee and is found on the district's website. We encourage you to go to the individual school calendars which can be found on the [district website](#). School events, early release days, field trips, and additional information will be posted on a regular basis.

Attendance

Massachusetts has a Compulsory Attendance Law. It is the responsibility of a parent or guardian to ensure their child attends school regularly to obtain the maximum benefits from the educational program. It is required that students attend school every day. A student must be at school or at a school-related activity for at least half the school day to be counted as present.

A parent or guardian (Pre-School through Grade 8) is to telephone the school office within 30 minutes from the start of school to report a student's absence and the reason for the absence. Parents/Guardians who do not telephone the school will be contacted regarding the child's whereabouts. See M. G. L. c. 76, § 1A. The school will notify a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence. When a student is absent, they will not be allowed to participate in any athletic or other extra-curricular activity on that day.

Every child between the ages of six (6) and sixteen (16) is required to attend a public school in the town where the student resides, or another day school approved by the school committee. See M. G. L. c. 76, § 1; 603 C.M.R. 8.02; and Chapter 741 of the Acts of 1965. The Superintendent, or designee, may excuse necessary absences totaling no more than seven (7) days or fourteen (14) half days in a six (6) month period. The school makes the final determination as to whether or not an absence is deemed excused.

Types of Absences:

1. Unexcused absences may include absences such as truancy, class cuts, and/or frivolous excuses for being out of school or class. Typically, unexcused absences might include family trips, truanancies from school, class cuts, etc.
2. Excused absences may include absences such as illness or quarantine (documented by doctor's note), serious illness or death in the family, bereavement, religious observance, documented college visits, school-sponsored field trips, out-of-school suspension, court ordered appearances, weather so inclement as to endanger the health of the student, and other exceptional reasons approved by the Principal. The school office must be notified within 24 hours of the absence in order for it to be considered by the administration for an excused absence. When 24-hour notice is not possible given the nature of the illness, emergency, etc., notice must be provided as soon as possible in order for the absence to be considered excused.

Time out of school can be harmful to a child's progress, growth, and success in school. Parents are strongly discouraged from removing students from school while school is in session. If a student accompanies their parents/guardians on a business and/or personal trip (including vacations), the student, upon return, is responsible for contacting their teacher to discuss missed work and make-up procedures. The teacher is not obligated to provide assignments while the student is not in school. Families must adhere to the provisions of [School Committee Policy](#) and this handbook in regard to all absences.

When a student accumulates 5 school days of unexcused absences or has missed 2 or more classes over five school days due to tardiness, the parents will be contacted and invited to a

meeting to develop action steps to address the student's attendance. The action steps shall be developed jointly and agreed upon by the Principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies. M. G. L. c. 76, § 1B.

A student who willfully fails to attend school for more than eight (8) school days in a quarter, and is not excused from attendance, may be considered habitually truant.

Under M. G. L. c. 119, § 21, a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's/guardian's ability to adequately care for and protect the child; is sexually exploited; repeatedly fails to obey lawful and reasonable school regulations; or is "habitually truant." The school can assist parents with pursuing "CRA" services and supports.

A "51A" is a report of suspected child abuse or neglect that is filed with the Department of Children and Families ("DCF"). Under M. G. L. c. 119, § 51A, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services (DCF). By law, school personnel are mandated reporters.

Excessive Absenteeism/Truancy

Parents will be notified if their child has 5 or more unexcused absences in a year, or if the child has missed 2 or more classes due to tardiness for 5 days or more, and will be invited to a meeting to develop action steps to improve the student's attendance.

Excessive Absenteeism/Truancy

A student who willfully fails to attend school for more than eight (8) school days in a quarter, and is not excused from attendance, may be considered habitually truant and may be subject to the following non-exclusive list of interventions:

- a. Parent or guardian conference
- b. All future absences must be verified by a physician
- c. Restriction or prohibition on the participation of extracurricular or intramural activities, field trips, or other activities
- d. Filing of a "Failure to Send your Child to School" with the court
- e. Filing of a "Child Requiring Assistance (CRA)" with the court

- f. Filing of a “51A” with the Department of Children and Families (DCF)
- g. The student and parent may be reported to the Chelmsford Public Schools Truancy Officer who may file with Lowell District Court

Excessive Absenteeism/Truancy at the High School Level

For additional High School attendance procedures, please refer to the Chelmsford High School Addendum document.

Students with Disabilities

Discussions regarding how the District’s attendance policies and procedures apply to students with disabilities are the responsibility of the Student’s IEP/504 Team.

Disenrollment

In the event that a student is absent without valid excuse in excess of ten (10) consecutive school days, the student will be subject to disenrollment from the District. Prior to a student’s disenrollment under such circumstances, an Exit Interview Meeting will be conducted with the student and parents/guardians in accordance with the requirements of Massachusetts law. M. G. L. c. 76, §18.

College Visits

For High School procedures, please refer to the Chelmsford High School Addendum document.

Early Dismissal

Elementary and Middle Schools

Students should be dismissed before the end of the day only in cases of emergency. It is extremely important that students attend school for the entire school day. In cases of requests for early dismissal, it is essential that students present a written note to their elementary teacher and middle school office in the morning indicating the date and time for dismissal. Students will not be allowed to go to anyone's home or with anyone else without a note from their parent or guardian. Parents/Guardians who need to have students dismissed early should come to the office. **All students will be dismissed directly from the office.** No student is allowed to leave the building without checking out from the office first.

Registration Procedures

All students new to Chelmsford Public Schools must register at the Central Administration Building located at 230 North Road, Chelmsford. Please refer to the website for more detailed information.

Children entering kindergarten must be five years of age on or before August 31st of the year in which he/she is to enter kindergarten. Children entering grade one must be six years of age on or before August 31st of the year in which he/she is to enter grade one.

To register a child, parents need to present the following before attending school:

1. Completed Registration Packet
2. Proof of residence – to include:
 - A utility Bill
 - Mortgage Statement or a Signed Lease Agreement
3. Birth certificate
4. Completed immunization record
5. Proof of a current physical

Proof of Parent Identity (examples may include: MA Driver's License, MA ID Card, Out-of-State License, etc.). Students transferring out of school should notify the office and the classroom teacher as soon as possible so that forms can be promptly processed. Once a withdrawal form has been signed, student records are forwarded by mail to the new school.

For more information regarding special circumstances, please see the following sections: McKinney-Vento, ESSA/Foster Care, Military Students

Health Services

CPS Health and Safety Protocols

A nurse is in attendance during academic school hours. The nurse attends to ill or injured students and notifies parents when necessary. It is the responsibility of the parent to inform the nurse of a child's illness/injuries and surgeries. Parents are also responsible for providing medications. It is also the responsibility of the parents to notify the school nurse annually of any condition that affects a child's well-being and safety (e.g., allergic reaction to insect bites, medications, or foods; asthma; diabetes; and/or seizures, etc.).

Illness

For public health and safety, we request you keep your child home if he/she has a severe cold, rash with other symptoms, and or if they have a steady cough, hacking cough or coughing fits with fever 100 or above. Your child needs to stay home with:

- **Strep Throat**- if you suspect he/she has strep throat. The child should remain home until the child either has had a negative throat culture or has been on antibiotics and fever free for a full 24 hours without the use of fever reducing medication.
- **A fever 100 or above**- may return to school when he/she is fever free for 24 hours without medication (e.g., Tylenol, Advil, Motrin Aleve Ibuprofen or acetaminophen).
- **Vomiting and/or diarrhea**- may return to school 24 hours after his/her last vomiting and/or diarrhea episode.
- **Red or pink itchy eyes with crusty and or green/yellow drainage**- may return to school the day after treated for 24 hours or has no further eye discharge.
- **Head Lice or nits (eggs)**- the nurse will assess the student for the presence of head lice or nits. If head lice or nits are detected, the nurse will contact the parent/guardian and provide education on lice treatment. Based on the discretion of the school nurse, some situations may warrant a dismissal from school.
- **A rash medically undiagnosed**- may require MD clearance at the discretion of the school nurse.
- **If a student is out for an illness or dismissed due to illness, they may not return for school sponsored activities/sports that day.**

If a child is too ill to remain in school, the nurse will call parent/guardian and or emergency contact numbers for dismissal. The student should not place the call from a school phone or cell phone.

Parents are required to notify the school if your child contracts any contagious diseases (e.g., Chicken Pox, Strep Throat, Whooping Cough, Fifth's Disease, Conjunctivitis, Scabies, Impetigo, Ringworm or Head Lice, etc.). If a child has been absent due to a communicable disease, a physician's release may be required before returning to school.

Injuries

It is the parent's responsibility to notify the school nurse of all injuries (i.e., fracture sprains, stitches, etc.) Guidelines regarding injuries and non-participation in physical education (P.E.) classes and recess as follows:

1. Students with casts, stitches, or splints may not participate in P.E. class, sports or outdoor recess without written consent from the attending physician. All injury notes from the doctor should include the type of injury, any activity limitations or allowance to participate in such activities and the date the child may return to full participation in PE, sports, and recess. Parents' wishes may not supersede this medical prescription. At the school nurses' discretion some P.E. activities may require non-participation for the safety of the student or others.
2. Students need a subsequent doctor's note when it is safe to resume normal activity in P.E. and/or recess.
3. Students using non prescribed/ over the counter support items and ACE wraps may be restricted from certain activities at the school nurse's discretion.
4. If a student is to come to school with a cane, crutches, wheelchair or an assistive device, a doctor's note is required before returning to school. If applicable, such doctor's notes need to indicate if the student can or cannot use stairs. An example of this would be a student with the need to wear a brace that would immobilize a knee.

Medications

It is the policy of Chelmsford Public Schools to administer medications during the school day only when necessary.

Medications in School

Before the school nurse can administer any medication (prescription or non-prescription) complete signed doctor's orders and parental consent must be received by the health office. Medication orders must be submitted every new school year or at the start or restart of any medication treatment. Medication consent forms are located on the school website under [the Health Services tab](#).

The school nurse supervises the administration of medication at all Chelmsford Public Schools. If medication needs to be administered during school hours, whether it is a prescription or over-the-counter medicine, such administration of medication must be done by the school nurse or with the authorization of the school nurse in accordance with 105 CMR 210.000. Unless the conditions for self-administration outlined in 105 CMR 210 have been met, no student is permitted to carry and/or self-administer medication.

Whenever possible, medication administration should be scheduled at times other than during the school day. If it is necessary that your child receive medicine during the school day, the school nurse is responsible for the administration of all medications. All medications must be delivered to the nurse by a parent, guardian, or another designated adult. Medication must be in its original pharmacy-labeled container and be accompanied by a

doctor's order and written parental approval prior to administration. No more than a thirty (30) school day supply shall be stored at the school. Parents/guardians may retrieve the medication from the school at any time. All unused, discontinued, or outdated medications will be returned to the parent/guardian. In extenuating circumstances, with parental consent when possible, medications may be destroyed by the school nurse in accordance with the policies of the Massachusetts Department of Public Health, Division of Food and Drugs. For short-term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The written request of a parent/guardian is required.

The school nurse will ensure that there is a proper medication order renewed as necessary including at the beginning of each academic year. Before the student enters school, the medication order shall be obtained by the school nurse, along with any other additional information from the doctor, and the medication administration plan shall be developed in accordance with 105 CMR 210.005.

A medication administration record for each student will be maintained, including a daily log, the medication administration plan, the medication order, and parent/guardian authorization. Prescription medications to be administered "as needed" may be administered by the school nurse or authorized school personnel after the school nurse assesses or consults with the student after each dose.

In the case of field trips and other short-term special school events, every effort will be made to have a nurse or other school staff member trained in prescription medication administration accompany the student. When this is not possible, the school nurse may delegate prescription medication administration to another responsible adult, subject to written consent from the parent/guardian for the named responsible adult, and subject to the requirements of 105 CMR 210. The administration of parenteral medications may not be delegated, with the exception of epinephrine administered in accordance with 105 CMR 210.100. Epinephrine must be administered solely in accordance with 105 CMR 210.100, even if on a field trip. The school nurse cannot delegate the administration of epinephrine to another "responsible adult." Only those allowed under 105 CMR 210.100 can administer epinephrine.

The school nurse may, in accordance with standard nursing practice, refuse to administer or allow to be administered any prescription medication which, based on their individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. Parents/guardians and the doctor will be notified immediately by the school nurse in this scenario.

Students found in possession of unauthorized medications on school grounds or at school-sponsored events may be subject to discipline.

Health Services. Short-term antibiotics are the only prescription medications that do not require a separate signed physician medication order. The instructions on the bottle will be sufficient if the current label is intact, and a parent or guardian signed consent is provided for the short-term antibiotics.

Please Note:

- *Students who have had surgery, dental procedures, or injuries and are taking any type of narcotic pain reliever (i.e., Percocet, Vicodin, Tylenol#3,) are not allowed to return to school until their pain can be managed with a non-narcotic analgesic such as Ibuprofen or Tylenol. Narcotic pain relievers will not be administered in school.*
- *Over the counter medications such as Tylenol and Ibuprofen will not be administered within 30 minutes of the end of the school day as the effects of the medication cannot be evaluated.*

Medication Delivery/Pick-up Requirements

All medications must be delivered to the school and picked up from the school by a responsible adult. All medications can be picked up from the nurse's office anytime during the school day. All medications will be disposed of if they are not picked up within one week following termination of the order or if they are not picked up by the last day of school.

All prescription medications must be in a pharmacy labeled container that includes the child's name, name and correct dose of the medication, physician's name, and current date. Please ask your pharmacy to provide separate bottles for school and home. Not more than a thirty-day supply of medicine should be delivered to the school. **All nonprescription medications must be in the original manufacturer's container.**

Additional Medication Information

- **Students are not permitted to have medicine in the classroom or on their person** without authorization from the parent and school nurse.
- **No medications that are scheduled to be given after the early release dismissal time will be given on school half-days** unless specifically requested in writing by a parent and or guardian.
- **In order for your child to receive any medications on a field trip or for any medications to be sent on a field trip, the medication field trip consent must be completed before your child goes on a field trip.**

- **It is important for the school nurse to be informed of any medication that your child might be taking even if your child does not need to receive these medications during the school day.** It is also important for the school nurse to be informed of any medication changes in a timely manner.

As noted on the emergency form, the school physician has approved, after a nurse's assessment and if deemed appropriate for the safety and welfare of a student, the use of Acetaminophen/Tylenol, Caladryl, Benadryl, Oragel, Vaseline, Sting Relief Wipes, saline eye solutions, Bacitracin, Silvadene cream, Hydrocortisone cream, Ibuprofen/Motrin, Tums and First Aid cream. Students showing signs of a life-threatening allergic reaction or anaphylaxis may be given EpiPen or Narcan and Emergency Medical Services will be summoned.

Guardians must note on their child's annual medical information form if they do not want any of the listed medications or ointments used.

Students with Life Threatening Allergies, Asthma, and Seizures

For the well-being and safety of students with asthma, seizures and allergies, guardians should submit a medical plan of care for that student even if you as guardian do not send in a related medication to the school. Plans of care forms are available on the school's website.

The Chelmsford Public Schools cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and to maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system. For more information on protocols for students with life threatening allergies, please go to our [Health Services page on the website](#).

Health Examinations, Immunizations, and Exclusions of Students

Physical Exams and Health Screenings

Students are required to submit a copy of a physical examination that was completed within one year prior to entrance to Chelmsford Public Schools or within thirty (30) days after entering Chelmsford Public Schools, and at intervals of three years thereafter. In compliance with the Massachusetts Department of Public Health state laws, our district requires physicals for students in kindergarten, third grade, sixth grade, and ninth grade. Students entering Chelmsford Public Schools are required at the time of student registration to provide a copy of a physical examination dated within one year of entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter. A student transferring from another school district shall be examined as an entering Chelmsford Public Schools student.

All students participating in competitive athletics will need to submit a copy of a physical examination every year in which they intend to participate. See 105 CMR 200. Students are also required to submit a copy of a physical examination if they are over the age of fourteen (14) but under the age of sixteen (16) and are requesting employment certificates.

Within thirty (30) days of a student's first day at Chelmsford Public Schools, all students must submit certification that the student has passed a vision screening within the previous twelve (12) months. Vision and hearing screenings will be conducted in the year of school entry and annually through grade five (5), once in grades six (6) through (8), and once in grades nine (9) through twelve (12).

The weight and height of each student will be measured in grades 1, 4, 7, and 10. Every effort will be made to protect the privacy of each student during the screening. School personnel will not disclose the height, weight or BMI calculations of an individual student to anyone other than the parent/guardian, unless written consent is provided by the parent/guardian. Parents/guardians can request in writing that their child's measurements not be taken.

Postural screening will be conducted annually by the nurse, or other approved personnel approved by the Department of Public Health, on all students grades five (5) through nine (9).

SBIRT: Screening, Brief Intervention, and Referral to Treatment

Screening, Brief Intervention and Referral to Treatment (SBIRT) will be completed annually in grades [7 and 9]. SBIRT is a verbal screen of students for substance use disorders. Parents and guardian will be notified ahead of time, and either the parent/guardian or the student may opt out of the screening at any time before or during the screening through written notification. Information provided by a student during a screening is confidential, except in instances of an immediate medical emergency or disclosure of the information provided is required by state law. The screening will be implemented in accordance with state and federal laws regarding student confidentiality, including applicable student record laws and regulations.

Definition: SBIRT stands for Screening, Brief Intervention, and Referral to Treatment. An evidence- based screening tool is utilized for the Screening; the Brief Intervention is provided through motivational interviewing and the Referral to Treatment is dependent on resources available in the school and community.

Background: Substance use during adolescence is associated with various negative outcomes including problems in school, injuries, emergency room visits, arrests, violence, and other risky behaviors, such as unprotected sex. The younger a person is when he/she first uses alcohol or drugs, the greater the likelihood that he/she will become dependent and/or addicted as an adult. Additionally, heavy alcohol and marijuana use in adolescence may result in long-lasting functional and structural changes in the brain affecting memory and learning functions, decreasing motivation, and increasing the risk of serious mental illness. In response to the Opioid Crisis, an Opioid Bill was signed by Governor Baker on March 14, 2016, mandating a verbal screening for substance use (also known as Screening, Brief Intervention, Referral to Treatment – SBIRT).

Purpose: The purpose of SBIRT is to promote prevention and identify early risk for substance use in our adolescents and to take appropriate actions as soon as possible if a problem is identified. Neuroscience tells us that the developing adolescent brain is at particular risk for addiction, so intervening early, before a substance use disorder develops, is key to the life-long health of our students. The SBIRT screening process reinforces healthy choices being made by students, identifies those who need intervention and education, ideally before substance use begins, and provides a referral for those who need additional support or treatment. SBIRT screenings are performed like other health screenings in school settings (i.e., vision, hearing, BMI) with respect to identifying a health condition as soon as possible so as to enable all children to obtain the fullest benefit of their educational opportunities.

Universal Screening: The SBIRT protocol developed by the MA Department of Public Health (DPH) for use by school health personnel is a structured, evidence-based conversation that promotes prevention and identifies early risk for substance use among adolescents. It is a UNIVERSAL screening of ALL students in a selected grade level. It is not a targeted screen for selected students, nor is it intended to get anyone “in trouble”. It is neither “drug testing” nor is it a treatment program for students who may be addicted to substances.

SBIRT Team: An SBIRT team will be composed of school health personnel, such as school counselors, adjustment counselors, social workers, psychological staff, and health educators. Members of the SBIRT team will implement the screening, provide education to the students and/or provide follow-up as necessary.

~~We follow Massachusetts General Law with regard to the vaccination and immunization of students. An up to date physician signed vaccination and immunization record must be provided at the time of student registration. Failure to have proper documentation of mandated immunizations will result in the student's exclusion from school. Please see the reference below.~~

Vaccination and Immunization

All students attending, enrolled, or registered to attend Chelmsford Public Schools must present, in accordance with 105 C.M.R. 220, a copy of their certificate of immunization documenting their immunization records before they can attend school unless a waiver of this requirement has been granted based upon documented medical need or sincere religious belief. Students with exemptions may be subject to exclusion during disease outbreaks.

~~No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.~~

~~A child shall be admitted to school upon certification by a physician that they have personally examined such child and that in their opinion the physical condition of the child is such that their health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the Department of Public Health, whose decision will be final. —~~

~~In the absence of an emergency or epidemic of disease declared by the Department of Public Health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with their sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school. This must be submitted annually to the nurse.~~

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Emergency Medical Information Forms

Emergency Medical Information forms must be completely filled out and returned to the Nurses' Office each year. Forms provide important phone numbers and contact persons for dismissals, emergencies, and signed permission for some over the counter medications including Tylenol. Forms will be sent home at the beginning of each school year and are available online or at your school nurse's office.

Sports Physical and Screenings

~~All students who are candidates for interscholastic athletic teams at Chelmsford High School, must have a physical examination on file within 12 months of and before participating in any try-outs or practice.~~

Hearing/Vision/Postural Screenings and Height and Weight Checks

~~Vision and hearing screening, postural screening and height/weight checks will be conducted on students as mandated by the Massachusetts Department of Health.~~

Bus Transportation

An essential component of a quality education is safe transportation for all students to and from school each day. Each year we experience a variety of parent questions concerning our transportation program. The purpose of this section is to present responses to the most commonly asked questions. This is a resource for parents. Please read the document carefully and reread the document with your child. If questions remain, please feel free to communicate directly with the principal of your child's school or our transportation supervisor in the superintendent's office. Your willingness to adhere to these guidelines will be greatly appreciated.

BUS QUESTIONS AND ANSWERS

Q: Does the Chelmsford Public Schools provide transportation for all students?

A: It is the policy of the Chelmsford School Committee to provide bus transportation for all students living beyond a minimum walking distance to school.

Q: Will my child be assigned to a particular bus?

A: Yes. Bus assignments are published on the school website. Individual student bus assignments are available in the X2 Family Portal.

Q: Will my child be assigned to a particular seat?

A: No, however, the bus driver or school administrator has the authority to direct students to sit in specific seats, particularly when there is a disciplinary concern.

Q: Will my child be permitted to ride other buses throughout the school year?

A: Students must ride only on their assigned bus. Bus swapping or riding to a friend's house is not permitted. Students are only permitted to change from their assigned bus when the student is employed in a particular location or to visit the Town Library. In both instances, a written request must be given to the building principal three days before the need for such transportation. A response to the request can be expected one day before the request. Requests will be granted only in those instances where there is space available on the desired bus.

Q: Can I expect transportation to my child's day care facility?

A: Students may only change from their assigned bus to attend a day care facility within the school's attendance area five days a week.

Q: Can I expect the bus to stop directly in front of my house?

A: No. We try to minimize bus stops in order to promote efficient bus routing. Door to door service should not be expected.

Q: What responsibilities do parents or guardians have in providing safe transportation for students?

A: Parents or guardians have a number of important responsibilities. They include:

- Parents or guardians of elementary and middle school students should read or review this document with their children.
- Parents or guardians should support the bus regulations and inform their children that they too have the same expectations for behavior and procedures. Parents need to work with the school in setting appropriate expectations.
- Parents or guardians should supervise children waiting for the bus at the bus stop.
- Parents or guardians should instruct their child to be at the bus stop three to five minutes before the expected arrival time of the bus.

Q: What should a student do if the bus does not arrive at the stop on time?

A: If the bus does not arrive at the stop in a timely manner, e.g., 10-15 minutes past the expected arrival time, the student should return home directly. The parent should call the school to inform the school office of the non-arrival of the bus and make other arrangements for transportation to school. If a parent or guardian is not present upon the child's return to home, it is recommended that the child go to the home of a predetermined family member. It is recommended that each family speak with their children in the event of this rare occurrence.

Q: Are parents of kindergarten students expected to meet their child at the bus stop upon returning home from school?

A: Yes. No kindergarten student will be permitted to exit the bus unless there is a responsible adult at the bus stop charged with the responsibility of escorting the child safely home. If no responsible adult is present at the bus stop, the kindergarten child will be returned to the school. The parent will be contacted, and the parent will be responsible for transporting the child home.

Q: What will happen if the bus is unable to reach a bus stop because of inclement weather or some other unusual circumstance?

A: Bus drivers have been instructed to never let a child out at a stop other than his/her designated stop. All children will return to the school building and parents will be contacted to arrange safe transportation home.

Q: Will my child receive special training on bus safety?

A: Yes. The school system is required to have training sessions at each school location. There will be a training session at the beginning of the year to review the expectations detailed in this document; introduce all students to bus drivers, thereby reinforcing the importance of following their directions at all times always following his/her directions; and answer any

student's questions or respond to student concerns. Training sessions will focus on procedures for exiting a bus during an emergency situation. Training sessions will reinforce the importance of rules and procedures.

Q: As a parent, what should I do if I have a question or concern about the transportation of my child?

A: Simple problems or student conflicts on the bus can be resolved by contacting the building principal. For other transportation issues, you may want to file a "Bus Issue Identification Form" online. Problems that may require the use of the Bus Issue Identification Form include: a request to change a bus route, a request to change the location of a bus stop, or a concern with a bus driver's adherence to bus regulations. The Bus Issue Identification Form can be found on the school website under Transportation.

Q: Is it ever appropriate for parents to communicate directly with the management of the transportation company regarding a bus problem?

A: No. The Chelmsford Public Schools transports in excess of 5000 students each day. We have a commitment to safe and efficient transportation. School officials, the Transportation Company and parents need to work together to provide a quality transportation program. Parent support of all messages embedded in this document will be appreciated.

Bus Fees

Chelmsford Public Schools assess a fee for student bus transportation. Transportation fees are assessed as follows:

Kindergarten through grade 6 students will ride free if the distance from the end of their driveway to their school's driveway is beyond 2 miles. All other students in grades K-6 and all students in grades 7-12 will pay the fee to ride the bus. Students qualifying for free or reduced lunch, receive free transportation.

Bus Rules

Parents should be aware that students' opportunity to ride the school bus is conditioned on their behavior and observance of school rules pertaining to proper conduct. Drivers have the daily responsibility of enforcing student rules and regulations for all students and ensuring their safety. Buses are equipped with video monitoring devices. In the event of a problem impacting the safety of students or the failure of students to comply with rules and regulations, the driver will contact the principal for further administrative action.

Please review the following non-exhaustive list of rules so that you can help your child have a positive bus riding experience:

- a. Students are to observe all rules and regulations established by the bus driver.
- b. Each student is to take a seat and remain in that seat until his or her bus stops. It is expected that students will share seats with their peers. Kindergarten students may have assigned seats in the front of the bus. Students in grades 1 through 12 may be assigned seats at the discretion of the bus driver or school administrator.
- c. Students are not permitted to throw anything on the bus or out of the window.
- d. All talking and noise must be kept at a minimum.
- e. No smoking (i.e., including e-cigarettes) is permitted on the bus; this is in accordance with State law.
- f. Students and parents are responsible for any physical damage to the bus.
- g. Inappropriate behavior, including physical contact, is not allowed on or around any bus, or while waiting for the bus.
- h. Riders must keep hands and head inside the bus at all times.
- i. No pets or animals are allowed on the bus, except service animals when required by law.
- j. Students must ride only their assigned bus. At the middle and high school levels, bus swapping for employment purposes, or to go to the library is allowed, provided there

is space on the bus. The school bus will not change its routing to accommodate students swapping buses.

- k. Only small musical instruments are permitted on the buses; instruments that can be kept in a child's lap or within the area of a child's seat. Large musical instruments will not be permitted on the bus due to safety concerns. Specific information relative to approved instruments allowed on buses will be given to students and parents when they enroll in the instrumental program.
- l. Students are not allowed to take any photo or video on buses.
- m. All the rules that apply at school apply on the bus.

Students who fail to follow bus rules face the possibility of losing the opportunity of riding any bus to and from school. If a student is referred to the office by a bus driver for breaking a bus rule, this is what may happen depending on the severity of the offense.

School Bus Offenses

FIRST OFFENSE – At a minimum, a parent or guardian will be contacted.

SECOND OFFENSE AND SUBSEQUENT OFFENSES – A student may be suspended from riding the bus.

- **Please note a serious infraction of the rules may result in an immediate bus suspension at the discretion of the building administrator.**

Additional infractions of the rules may result in permanent suspension from riding the bus. Restitution will not be made for bus fees due to student suspension and/or expulsion.

Other Transportation Requirements Drivers shall not pass school buses when passengers are being picked up or discharged. Drivers must come to a full stop when approaching a vehicle that is displaying a "School Bus" sign and flashing front and rear red lights, and has stopped to let passengers off. See M. G. L. c. 90, § 14 (punishable by fines and loss of license for repeat violations). With limited exceptions, Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M. G. L. c. 90, § 16B. While on school property, drivers, as well as passengers, must properly fasten safety belts.

Code of Conduct/Consequences

Student Expectations

The Chelmsford Public Schools is committed to providing a safe and nurturing environment which embraces a respect for self and others. Students are responsible to school administrators and teachers for their behavior to and from school, on school grounds, on buses, and during any school-sponsored activity or field trip.

1. Students are expected to report to each class with all their necessary materials, books, writing implements, the day's assignment, and the Reminder Binder (if applicable).
2. Each student should treat the teacher and all members of the class with respect and allow others to participate equally in the lesson.
3. Students will use moderate voices at all times.
4. Students are expected to keep to the right and to avoid blocking other students' movement in the hallways.
5. Running, wrestling, and roughhousing are not allowed at any time.
6. During an emergency drill, students must follow directions, stay with their class, use the proper exits, exit quickly, and refrain from talking.
7. Objects must never be thrown in school.
8. Gum chewing is not allowed in school (elementary & middle school).

Teachers and all school personnel are expected to enforce these behavior expectations at all times. Infractions will be handled using the individual school's discipline procedures.

Dress Code

The Chelmsford Public Schools' dress code supports equitable educational access and will be enforced in a non-discriminatory manner, consistent with the laws that protect students on the basis of race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance.

The Chelmsford Public Schools supports students' freedom of expression (including through attire) and does not seek to abridge that expression, provided that such expression does not cause any disruption or disorder within the school. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Basic Principle: Certain body parts must be covered for all students

Clothes must be worn in a way such that genitals, buttocks, nipples, and chest are fully covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students **Must Wear**:*

- Shirt.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)
- Shirts, pants, and dresses must have fabric in the front, back and on the sides.
- Clothing must cover all undergarments.

* Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress.

*Nothing in this policy should be read to restrict assignment of class-specific dress (e.g., physical education) or requiring specific clothing for a field trip.

3. Students **May Wear**: (provided they do not violate Section 4 below)

- Protective Hair Styles historically associated with race, including but not limited to, braids, locks, twists, Bantu knots, hair coverings and other formations.¹

4. Students **Cannot Wear Clothing that Causes Disruption or Disorder or Violates Reasonable Standards of Health, Safety and Cleanliness. Examples may include, but are not limited to:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.
- Anything that obscures the face or prevents identification of students in person or on security cameras (except as a religious observance or if the headwear constitutes protective hairstyle as described above)
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Bathing suits.
- Shoes with wheels in the heel.

Students who violate these dress standards must:

1. Find alternate clothing in their locker or from a friend;
2. Receive alternate clothing from the nurse/office;
3. Ask a parent to bring in alternate clothing or go home to change clothes.

Items Not Allowed During School

The following items are not allowed during school hours at school without permission:

1. Electronic games or devices, laser pens or pointers, personal music systems, cameras, video cameras. **(Taking pictures or videos of students and staff is not permitted in school or on buses.)**
2. Squirt guns, water guns, etc.
3. Skateboards/sneakers with built-in wheels. (You may only use the skateboard park after you have gone home or been picked up by your parent/guardian).
4. Lighters, matches or other lighting devices, alcohol, drugs, counterfeit drugs, drug paraphernalia, tobacco (chewing or smoking, such as cigarettes), vapes, e-cigarettes, tobacco and vape paraphernalia, any weapons including but not limited to firearms, knives (including pocket or utility knives), fireworks, or stink bombs. Bringing any of these items to school will result in suspension or expulsion, and in some cases reported to the police and/or fire department.
5. Other devices that may create a disruption or potentially be a safety risk (i.e. shock delivering devices).

** Lockers are school property. There is no expectation of privacy for items contained in school lockers. Items located in your locker are considered to be in your possession and may be confiscated by school administrators.*

Phone Usage

If students need to contact home, they should see their teacher/administrator to receive permission to use the phone in the classroom or office. Conversely, if a parent needs to speak with a student, the parent should call the school office. All **cell phones/communication devices** should be off while in school, unless in use for instructional purposes. Any student using a **cell phone/communication device** for non-instructional purposes while school is in session will have that cell phone confiscated by administration. A first offense will lead to a warning and the administrator will return the **phone/communication devices** to the student at the end of the day. Second and subsequent offenses may result in the phone being returned only to the parent and/or further disciplinary actions.

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Unauthorized Recordings, Photos and Video

The unauthorized taking or distribution of voice recordings, photographs, or videos of staff or students, at school, on buses, or at a school function, will result in a discipline under MGL c. 71 § 37H ¾ and possible notification to the proper authorities.

Behaviors Not Allowed

Participation in any of the following result in student discipline. This list is not an exhaustive list but is meant to be illustrative.

1. Throwing objects.
2. Stealing.
3. Threats, acts of intimidation, aggressive behavior (including pushing and shoving), fighting.
4. Borrowing or exchanging money (Items for sale will be confiscated and parents will be notified. Students should not bring large sums of money to school.)
5. Damage to, defacing, or tampering with school property or the property of others. (Students may be expected to pay for all damages. Additional consequences may also be enforced, including the option of discipline under MGL c. 71 § 37H ¾).
6. Cheating, plagiarism, unauthorized use of AI, or any other violation of the Academic Honor Code in any form. Cheating is a serious breach of trust and is never acceptable. (See Academic Honor Code)
7. Unauthorized leaving of school grounds. In the event a student leaves the school grounds during the school day, the parent will be notified and will be expected to return the student to school immediately. If a parent cannot be reached, the School Attendance Officer and Police Department will be notified in an effort to locate and return the student to school.
8. Possession, use, or distribution of alcohol, drugs, drug paraphernalia, tobacco/nicotine, or tobacco products or paraphernalia, including e-cigarettes and vaporizers (vaping devices and/or vape pens) on school grounds, within school buildings or facilities, at school-sponsored events, or on a school bus is strictly prohibited and may result in suspension or, where permitted under applicable laws, expulsion from school. Intentionally smelling or inhaling the fumes of any substance having the property of releasing toxic vapors in order to cause intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system is prohibited. It is also illegal to possess, buy or sell any such substance in order to violate, or aid another to violate, this section. Violations may result in discipline. District and MIAA standards will be applied to athletics and other extracurricular activities. M. G. L. c. 71, § 2A; M. G. L. c. 270, § 18; M. G. L. c. 71, § 37H
9. Harassment, hazing, or bullying.
10. Sexual harassment.
11. Possession or distribution of sexual paraphernalia.

12. Inappropriate use of technology and social media and other violations of the Acceptable Use of Technology Policy (see Technology, Internet, and Email).
13. Insubordination
14. Disrupting the school environment
15. Vandalism

Forms of Consequences May Include But Are Not Limited To:

1. Withholding privileges - A student may not be allowed to attend a special program within the school, or school-sponsored events. For example, if a student acted poorly in the cafeteria, the privilege of eating in that setting might be withheld. A student may be required to eat lunch in the school office or in a supervised alternative location. Exclusion from extracurricular activities are not subject to the due process procedures set forth below or Massachusetts regulations. See 603 CMR 53.11. The Principal may, as a disciplinary measure, remove a student from privileges based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.
2. Detention - A student may be required to serve detention after school. The parent will be notified in advance if a detention is to take place after school hours so that parents can provide transportation from school.
3. Expulsion or Suspension – A student may be disciplined according to M.G.L. c. 71 § 37H, 37H ½ or 37H ¾ depending on the particular circumstances of the infraction.

Due Process

Due Process Under M.G.L. 71, § 37H ¾

(For ALL offenses except for possession of a dangerous weapon, possession of a controlled substance, assault on staff and felony offenses)

Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ ONLY. For due process procedures for offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below.

Definitions Under M.G.L. c. 71, § 37H 3/4

- **Superintendent** – the Superintendent or designee for disciplinary purposes.
- **Expulsion**: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.
- **In-School Suspension**: the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or

no more than ten (10) school days cumulatively for multiple infractions during the school year. *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

- Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
- Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged

with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

- Principal: the primary administrator of the school or the Principal's designee for disciplinary purposes.
- Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent

Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ ONLY. For due process procedures for offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below.

All school principals and principal's designees and the Superintendent and Superintendent's designees when acting as a decision-maker at a disciplinary hearing or appeal to consider student discipline for violations of school rules other than offenses involving drugs, weapons, assaults on school staff and felony offenses, shall, when deciding the consequences for the student, consider ways to re-engage the student in the learning process. The principal or designee shall not suspend the student until alternative remedies have been employed, and

their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. M.G.L. c. 71, § 37H 3/4(b).

Emergency Removals: M.G.L. c. 71, § 37H 3/4 - A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of: (1) the emergency removal; (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the

student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate. Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the Principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing. Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension. M.G.L. c. 71, § 37H 3/4 - Removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall

be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 C.M.R. 53.00.

- Due Process for In-School Suspension; M.G.L c. 71, § 37H 3/4: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.
- Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H ¾: – On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 C.M.R. 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the

parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Short-Term Suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

- Due Process for Short-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.
- Notice – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English,

or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the

- proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.
- The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

- Principal's Hearing - Short-Term Suspension; M.G.L.c. 71, § 37H 3/4: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.
- Principal's Decision – Short-Term Suspension; M.G.L.c. 71, § 37H 3/4: The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Long-Term Suspension: M.G.L.c. 71, § 37H 3/4: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in §37H 1/2 of G.L. c. 71, no student may be placed on long-term

suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

- Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.
- Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.
- Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.
- Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- Principal's Decision – Long-Term Suspension: M.G.L c. 71, § 37H ¾: Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and

alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of

the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

- Superintendent Appeals – Long-Term Suspension: M.G.L. c. 71, § 37H 3/4: A student who is placed on Long-Term Suspension under M.G.L. c. 71, § 37H ¾ following a hearing with the principal shall have the right to appeal the principal's decision to the Superintendent. The student or parent shall file a notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.
- Superintendent Appeal Hearing; M.G.L. c. 71, § 37H 3/4: The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a

good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

- Superintendent's Decision; M.G.L c. 71, § 37H 3/4: The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to

receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the Superintendent shall be the final decision of the Chelmsford Public Schools with regard to the long-term suspension.

Due Process Under M.G.L. 71, §§ 37H and 37H1/2 Offenses

(For offenses involving: dangerous weapons, drugs, assaults on staff and felony offenses)

Short-Term Suspension: M.G.L. c. 71, §§ 37H and 37H 1/2 - For disciplinary offenses involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and

parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Suspension/Expulsion: M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student. Long-term suspension/expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§ 37H or 37H 1/2. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. 71 §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, § 37H

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined
2. in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school and school district by the Principal.
2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school and school district by the Principal.

Principal's Hearing, Long-Term Exclusion – M.G.L. c. 71, § 37H - Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation (at their own expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2 above.

Appeal to the Superintendent – Long-Term Exclusion – M.G.L. c. 71, § 37H - Any student who has been expelled from the Chelmsford Public Schools pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The

student has the right to counsel (at his or her own expense) at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Felony Complaints - M.G.L. c. 71, § 37H ½

Issuance of a Felony Criminal Complaint

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

- Notice of Principal's Hearing/Decision – Long-Term Exclusion – M.G.L. c. 71, §37H1/2 - The student shall receive written notification of the charges and the opportunity for a hearing; provided, however, that the student may have representation (at his or her own expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal

and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

- Appeal to the Superintendent- Long-Term Exclusion - M.G.L. c. 71, §37H1/2 - The student shall have the right to appeal the suspension to the Superintendent in writing and must notify the Superintendent of their request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to be represented by counsel at the student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Chelmsford Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

Upon a student being convicted of a felony or felony delinquency charge or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

- Notice of Principal's Hearing/Decision – Long-Term Exclusion - M.G.L. c. 71, §37H1/2 - The student shall receive written notification of the charges and be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation (at his/her own expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision, which will include reasons for an expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.
- Superintendent's Appeal/Decision – Long-Term Exclusion/Expulsion - M.G.L. c. 71, §37H 1/2 - The student shall have the right to appeal the long-term suspension/expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3)

calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Chelmsford Public Schools with regard to the long-term suspension/expulsion.

A. OPPORTUNITY TO MAKE ACADEMIC PROGRESS

The Chelmsford Public Schools shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

For all suspensions, students will be entitled to the following in terms of the opportunity to make academic progress:

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom or school.

More than 10 Consecutive Days - Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services, earn credits, as applicable, make up assignments, tests, papers, and other school work and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

The school-wide education service plan will be provided to the parent and student at the time the student is expelled or placed on long-term suspension.

DISCIPLINING A STUDENT WITH A DISABILITY - 34 CFR 300.530

Any student may be suspended or removed from school for disciplinary reasons for a short time, which is no more than 10 days. Once a special education student has been removed from the school placement for more than 10 cumulative days during the school year the student must receive a free and appropriate public education. For students on 504 Plans or on an IEP, the Team must meet within 10 days of the school's decision to impose the discipline. At this meeting, called a "manifestation determination," the IEP Team will

determine if the misbehavior was caused by or had a direct relationship to the student's disability, or was the direct result of the school's failure to provide the services required by the student's IEP or 504 Plan.

If the Team determines that the student's behavior was caused by or substantially related to the student's disability or the failure to properly implement the IEP or 504 Plan, then the student must be returned to the last approved placement unless the Team decides on a different placement. It must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary).

If the team determines that the student's behavior was not caused by or substantially related to the student's disability or the failure to properly implement the IEP or 504 Plan, then a student with a disability can be disciplined in the same manner and for the same length of time as other students are disciplined for the same offense.

Note that if your student possessed or used a weapon or drugs or caused serious bodily injury to another person on school property or at a school event your student may be placed by the principal in an interim alternative education setting ("IAES") for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the student's

disability. The IEP Team will determine the IAES and the appropriate educational services that will be provided to the student while he or she is in the IAES.

If a parent disagrees with any decision regarding placement of his or her student under the disciplinary provisions or disagrees with the manifestation determination, or if the school district believes that maintaining the current placement of the student is substantially likely to result in an injury to the student or to others, either the parent or the school district may appeal the decision by requesting a hearing with the BSEA.

A. Sexual Harassment / Title IX of the Education Amendments of 1972

The Chelmsford Public Schools does not discriminate on the basis of sex and strictly prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, including in admission and employment. SVTHS does not discriminate on the basis of pregnancy or pregnancy-related conditions in its educational programs and employment activities. Title IX of the Education Amendments of 1972; M.G.L. c. 151B; M.G.L. c. 151C; M.G.L. c. 76, § 5. Chelmsford's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admissions, or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

Chelmsford Public Schools has adopted and implements a Title IX Grievance Procedure to ensure the prompt and equitable resolution of complaints of sex discrimination,

including sex-based harassment. A copy of the Chelmsford Public Schools' Title IX Grievance Procedure may be accessed on the Chelmsford Public Schools' website at the [following link](#) or through the office of the Title IX Coordinator.

For questions related to Chelmsford Public Schools' Non-Discrimination policy or grievance procedures, to make a report or complaint of sex discrimination, including sex-based harassment, or for information relative to accommodations and services for individuals based on pregnancy and pregnancy-related conditions, please contact Chelmsford's Title IX Coordinator: Diane Carey – Director of Human Resources

Inquires or complaints relative to sex discrimination, including sex-based harassment, may also be directed to the United States Department of Education's Office for Civil Rights:

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150

[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Chelmsford has also designated certain Chelmsford staff members to serve as Confidential Employees with whom a student or employee may discuss a report of sex discrimination, including sex-based harassment, informally and without concern for further disclosure, unless such further disclosure is requested. Contact information for those Confidential Employees is available at the [following link](#).

Sex-based harassment is a form of sex discrimination.

Any employee or student found to have engaged in sexual harassment will be subject to disciplinary action. Students found to have engaged in sexual harassment may be subject to disciplinary proceedings in accordance with procedures set forth in the disciplinary due process section of this handbook and applicable state and federal laws and regulations. Staff members determined to have engaged in sexual harassment shall be subject to professional discipline including but not limited to possible termination of employment.

PRIDE and Bullying Prevention and Intervention

We believe that there are certain personal characteristics that need to be cultivated within children in order for them to reach their potential throughout their formal education and position themselves for a lifetime of success. Chelmsford Public Schools will provide support for students to grow in these areas as they move through our system Pre-K through Grade 12 in a consistent and purposeful manner by unifying our successful academic and

nonacademic programming that identifies and promotes prosocial and healthy behaviors. Therefore, we have developed our district-wide program, PRIDE.

This program is modeled after the Massachusetts Department of Elementary and Secondary Education Model Bullying Prevention and Intervention Plan and includes the years of professional development and bullying rubrics and procedures created by the staff of the Chelmsford Public Schools. It is designed to satisfy the requirements of by M.G.L. c. 71, § 370 . It has been revised and submitted to the state as the amendments to the law have required. To review the bullying prevention and intervention plan, please use the following link : [CPS Bullying Prevention and Intervention Plan](#).

The Chelmsford Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying as articulated in the Bullying Intervention Plan. It is a violation of this policy for any student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional to engage in bullying, cyberbullying, or retaliation or for any

employee of the Chelmsford Public Schools to condone or fail to report acts of bullying, cyberbullying, or retaliation that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school sponsored or school-related activities, functions or programs whether on or off school grounds; (iii) at school bus stops; (iv) on school buses or other vehicles owned, leased or used by the school district; (v) through the use of technology or an electronic device owned, leased or used by the school district or (vi) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district, if the bullying creates a hostile environment at school for the victim, infringes on the

It is a violation of the Plan for any employee of the Chelmsford Public Schools to condone or fail to report acts of bullying, cyberbullying, or retaliation that they witness or become aware rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

It is the responsibility of every employee, student and parent/guardian to recognize acts of bullying, cyberbullying and retaliation against students and take every action necessary to ensure that the applicable policies and procedures of the Chelmsford Public Schools are implemented. Any student who believes that he or she has been subjected to bullying and/or cyberbullying has the right to: (i) file a complaint to his/her teacher or principal and to (ii) receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any and all information received. A

report of bullying or retaliation may be made anonymously, provided that no disciplinary action shall be taken against the student solely on the basis of such report.

Students, parents, and Chelmsford Public Schools' employees (including but not limited to educators, administrators, school nurses, paraprofessionals, cafeteria workers, custodians, van drivers, van monitors), who witness or become aware of bullying, cyberbullying or retaliation should immediately report it to the principal. The Chelmsford Public Schools will not tolerate retaliation against a person who reports bullying or cyberbullying, provides information during an investigation of bullying or cyberbullying, or witnesses or has reliable information about bullying or cyberbullying.

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or

designee (or whomever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

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

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

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

If the school principal or a designee determines that bullying or retaliation has occurred, the principal or designee shall inform the parents or guardians of the victim about the department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system.

The Chelmsford Public Schools will provide students with age-appropriate instruction on bullying/cyberbullying prevention. Each principal shall be responsible for the implementation and oversight of the Plan at his/her program.

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the rubrics developed for each level. The rubrics are developed as a guide for principals or designees and do not prohibit them from using their judgment when assigning consequences. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act, which should be read in cooperation with state laws regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

Non-Discrimination

It is the policy of the Chelmsford Public Schools not to discriminate on the basis of sex, sexual orientation, gender identity, pregnancy or parenting status, race, religion, color, disability, immigration status, age or national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971. The District also does not discriminate against individuals on the basis of homelessness in a manner consistent with the McKinney-Vento Act. The District shall evaluate, on an annual basis, all aspects of the K through 12 school programs to ensure that all students regardless of sex, sexual orientation, gender identity, pregnancy or

parenting status, race, religion, color, disability, immigration status, age, homelessness or national origin are given an opportunity to participate in all programs offered by the school including athletics and other extra-curricular activities.

Complaints which allege misconduct meeting the definition of sexual harassment under Title IX, will be addressed pursuant to the District's Title IX policy. Inquiries regarding compliance with Title IX may be directed to the Coordinator of Title IX and Chapter 622, 230 North Road, Chelmsford, MA 01824. Telephone (978) 251-5100, extension 6904.

Any student or school employee who feels that he/she has been discriminated against for any of the reasons cited above should refer to the District's grievance procedures found on the [District's website](#).

Students found to have engaged in discrimination, harassment, or retaliation may be subject to discipline, up to and including removal from the educational setting.

Students, parents, or employees who choose not to use the District's internal non-discrimination procedures or who are not satisfied with the result of the District's internal procedures may file a complaint of discrimination, harassment, or retaliation with an appropriate state or federal agency, including the following listed agencies.

Massachusetts Commission Against Discrimination (MCAD),

One Ashburton Place, Boston, MA 02108

Telephone: (617) 994-6000

mcad@mass.gov

And/or

Office for Civil Rights

5 Post Office Square, 8th Floor

Boston, MA 02109

Telephone: (617) 289-0150

OCR.Boston@ed.gov

CURRICULUM INCLUSIVITY

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Chelmsford Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against a person with a handicap in any program receiving federal financial assistance. The act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
2. has a record of such an impairment; or

3. is regarded as having such an impairment.

The Chelmsford Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parents or guardian disagrees with the determination of the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

Parents and/or guardians of a student should contact the Coordinator of Section 504: Director of Student Services at 230 North Road, Chelmsford, MA 01824.

Transgender and Non-Conforming Students

The Chelmsford Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Chelmsford Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, disability, national origin, age, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

Understanding the terminology associated with gender identity is important to providing a safe and supportive school environment for students whose rights are protected under the law. The following terms are defined to assist in understanding the guidance presented.

Although these are the most commonly used terms, students may prefer other terms to describe their gender identity, appearance, or behavior.

Gender expression: the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

Gender identity: a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

Gender nonconforming: a term used to describe people whose gender expression differs from stereotypic expectations. The terms "gender variant" or "gender atypical" are also used.

Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Transition: the process in which a person goes from living and identifying as one gender to living and identifying as another. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes.

STUDENT TRANSITIONS

A student chooses when to transition. Regardless of the timing of a student's transition, the school shall act in accordance with the following age-appropriate guidelines.

ELEMENTARY SCHOOL: Generally, it will be the parent or guardian that informs the school of the impending transition or if the student has already transitioned. However, it is not unusual for a student's desire to transition to first surface at school. If school staff believe that a gender identity or expression issue is presenting itself and creating difficulty for the child at school, approaching parents about the issue is appropriate at the elementary level, after discussion with the student to ensure the prospect of such a conversation with the parent does not provoke fear in the child. Together, the family and school can then identify appropriate steps to support the student.

SECONDARY SCHOOL: Generally, notification of a student's parent about his or her gender identity, expression or transition is unnecessary, as they are already aware and may be supportive. In some cases, however, notifying parents carries risks for the student. Prior to notification of any parent or guardian regarding the transition process, school staff should work closely with the student to assess the degree to which, if any, the guardian will be involved in the process and must consider the physical and mental health, well-being, and safety of the transitioning student.

When a student is transitioning, notifies the school of a plan to transition, or has already transitioned, the school shall offer to meet with the student (and parents if they are involved in the process) to ascertain desires and concerns, and to discuss a plan that will create the

conditions supporting a safe and accepting environment at the school for the student. This plan may include items such as: the student's chosen name and pronoun; a plan to initiate the use of the student's chosen name and pronoun within school; communication between the school and the parent/guardian; name and gender markers in the student record; and the student's right to use restrooms, locker rooms or changing facilities, in accordance with the policy outlined below.

PRIVACY

All persons, including students, have a right to privacy, and this includes the right to keep one's transgender status private at school. Protecting the privacy of transgender and gender nonconforming students must be a top priority for staff. Information about a student's

transgender status, legal name, or gender assigned at birth may constitute confidential medical information. Disclosing this information to other students, the student's parents, or other third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to disclose his or her transgender status to staff or other students does not authorize school staff to disclose other medical information about the student. Also, to prevent a breach of confidentiality, *unless the student, parent, or guardian has specified otherwise*, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth when communicating with the parent or guardian of a transgender student.

OFFICIAL RECORDS

Changes of a student's name and/or gender marker within the student records should be made upon request of the student and/or parent/guardian, depending on the student's age/grade, as set out in the student records regulations. 603 CMR 23.01; 603 CMR 23.08. For students under 14 years old and who have not entered ninth grade, only the parent/guardian may request the change. For students who are 14-17 years old, or who have entered ninth grade, the parent and the student may either alone or together make decisions about the student record. Any student 18 years or older who is not under guardianship may make the request. Massachusetts recognizes common law name changes, which means that anyone can use their chosen name for an honest purpose. Therefore, when requested to do so, the school will record the student's chosen name and gender marker on all records, whether or not the student, parent or guardian provides the school with a court order formalizing a name change. If a change is made to the student's name and/or gender marker in the student record, the school should keep the records that contain the student's birth name and/or gender in a separate, confidential file.

NAMES AND PRONOUNS

Every student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records to be afforded the respect of having school staff use the pronoun requested. It is strongly recommended that a trained staff member privately ask transgender or gender nonconforming students at the beginning of the school year how they want to be addressed in class, in the school's correspondence to the home, and at conferences with the student's parent/guardian. In accordance with the student's desires, the staff member should disseminate the student's chosen name and pronoun to other staff who may be in regular contact with the student and/or the student's home, to ensure the student is appropriately addressed and referred to. As noted above, this

conversation about the student's chosen name and pronoun should be part of the initial planning meeting with the student.

FACILITIES

With respect to all restrooms, locker rooms or changing facilities, students shall have access to facilities that correspond to their gender identity. Schools shall allow students to access the restroom, locker room or changing facilities consistent with their gender identity.

In any gender segregated facility, any student who is uncomfortable using a shared facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. Under no circumstances may students be required to use sex segregated facilities that are inconsistent with their gender identity.

Where available, schools are encouraged to designate facilities designed for use by one person at a time as accessible to all students regardless of gender, and to incorporate such single user facilities into new construction or renovation. However, under no circumstances may a student be required to use such facilities because they are transgender or gender nonconforming.

PHYSICAL EDUCATION CLASSES AND INTRAMURAL AND INTERSCHOLASTIC ATHLETICS

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Furthermore, unless precluded by state interscholastic association policies, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

OTHER GENDER-BASED ACTIVITIES, RULES, POLICIES AND PRACTICES

As a general matter, schools should evaluate all gender-based activities, rules, policies, and practices — including but not limited to classroom activities, extra-curricular activities, school ceremonies, school photos, and documentation requests, such as field trip permission

forms - and maintain only those that have a clear and sound pedagogical purpose and do not violate anti-discrimination law. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

DRESS CODE

Schools may enforce dress codes pursuant to district policy. Students shall have the right to dress in accordance with their gender identity, within the constraints of the dress codes adopted by the school. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

PROFESSIONAL DEVELOPMENT

The administration shall conduct training for all staff members on their responsibilities under applicable laws and this policy, including teachers, administrators, counselors, social workers, and health staff. Information regarding this policy shall be incorporated into training for new school employees. The administration shall implement ongoing professional development to build the skills of all staff members to prevent, identify and respond to bullying, harassment and discrimination that may result from gender identity matters.

The content of such professional development shall include, but not be limited to:

- (i) terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;
- (ii) developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy and safety;

References

Massachusetts General Law Chapter 4 Section 7 – Definitions of Statutory Terms
Massachusetts General Law Chapter 76, § 5 – School Attendance: Discrimination
603 CMR 26.00 – Access to Equal Education Regulations
603 CMR 23.00 – Massachusetts Student Records Regulations
Massachusetts Department of Elementary and Secondary Education, *Guidance for Massachusetts Public Schools: Creating a Safe and Supporting School Environment – Nondiscrimination on the Basis of Gender Identity*
P5303 – [Anti-discrimination policy]

Student Study Team

Student Study Team

A Student Study Team is available to assist students with regular education interventions. Parents, Guardians, and/or staff may initiate a referral of any student to the Student Study Team at any time. The Student Study Team is comprised of both regular education and special education staff. Once a referral has been made to the Student Study Team, staff will collaborate to ensure that any student experiencing difficulty in school will receive any

needed regular education services or classroom accommodations that the Student Study Team deems necessary to address the student's needs.

Referrals to the Student Study Team are considered as a regular education initiative. Such referrals do not preclude any parent, guardian, or other person in a care-giving or professional position concerned with the student's development, from initiating a referral for special education evaluation and services. Further information regarding the special education referral and evaluation process may be obtained from the Office of the Director of Student Services.

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records regulations (603 CMR 23.00) provide parents and eligible students certain rights with respect to a student's education records. A general overview of those rights is provided below. Parents and eligible students may obtain a complete copy of their rights by contacting the Principal.

Massachusetts regulations related to student records (603 CMR 23.00) ensure a student's (and their parents') rights of inspection, amendment, destruction, and confidentiality related to their records.

Under 603 CMR 23.01, the rights related to student records belong to the student's parent if the student is under the age of fourteen (14) and has not started the ninth grade. Upon reaching the age of fourteen (14) or upon starting the ninth grade (whichever occurs first), both the student and their parent retain the rights related to student records. Either the student or the parent can exercise these rights independently. Once the student reaches the age of eighteen (18), the student exclusively retains the rights related to student records and only they can exercise such rights if they expressly limit the rights of their parent, exclusive of the right to inspect. If a student wishes to limit the rights which are held by their parent, they must make the request to the Principal or Superintendent in writing. A parent always maintains the right to inspect the student record.

The student record consists of the transcript and the temporary record, including all information on recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. The regulations divide the record into two sections, the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes the name, address, course titles, grades,

credits, and grade levels completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

1. Inspection of Records

A parent, or a student who has entered the ninth grade or is at least fourteen years old (eligible student), has the right to inspect the student record upon request. The record must be made available to the parent or eligible student no later than ten days after the request unless the parent or eligible student consents to a further delay. The parents or eligible student has the right to receive copies of any part of the student record. The district may charge a reasonable fee for such copying, not to exceed the costs of reproduction, unless the charging of such fee would effectively prevent the parents or eligible student from exercising their federal rights to inspect and review the records. Finally, the parents or eligible student may request to have the record interpreted by a professionally qualified school employee or a 3rd party of their choosing, who may thereafter inspect and interpret the records following their production of specific written consent from the parent or eligible student.

2. Confidentiality of Records

Subject to specific exceptions enumerated in the regulations, no individual or organization are allowed to have access to information in the student record without the specific, written consent of the parent or eligible student. In addition, subject to specific exemptions enumerated in the regulations, any person inspecting or releasing information contained in the student record must note in a log kept as part of the temporary record, which portion of the record was inspected or released, and for what purpose. Authorized school personnel are allowed to have access to the information without consent. Authorized school personnel include school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. It includes contractors, electronic/online vendors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

Administrative office staff and clerical personnel who are either employed by the school committee or are employed under a school committee service contract, may access student record information when their duties require them to have access to student records for purposes of processing information for the student record.

3. Amendment of Records

The parent and the eligible student have the right to add relevant comments, data, information, or other relevant written materials to the student record. In

addition, the parent and eligible student have the right to request that certain information in the record be amended or deleted. Parents or eligible students should refer to the specific requirements contained within the Student Record Regulations with regard to the appropriate procedure to follow with regard to any such requested amendment or deletion of a student record.

4. Destruction of Records

The regulations require that the student record and transcript be destroyed within a certain period of time after the student leaves the school system. In addition, school authorities are allowed to destroy misleading, outdated, or irrelevant information in the student record from time to time while the student is enrolled within the school system. Before any such information may be destroyed, the parent and eligible student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

5. Transfer of Records

In accordance with 603 CMR 23.07(4)(g), it is the practice of the Chelmsford Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public school district, if the disclosure is for the purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

6. Non-Custodial Parents - Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent

provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, §34H, the

school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c. 71, §34H; 603 CMR 23.07.

7. Third Party Access - Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the evaluation team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary
8. Complaints - A parent or eligible student has a right to file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520, 1-855-249-3072 or with the Massachusetts Department of Elementary and Secondary Education, 135 Santilli Highway, Everett, MA 02149; 781-338-3000. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Elementary and Secondary Education Student Record Regulations, please contact the building principal.

Protection of Pupil Rights Amendment Act

The Protection of Pupil Rights Amendment (PPRA) requires that the school notifies you to obtain consent or allow you to opt out of the following school activities: a student survey, analysis, or evaluation that concerns one or more of the following seven areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information

for marketing purpose (“marketing surveys”), and certain physical exams and screenings.

The Chelmsford Public Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law).

Parents Right to Know - Teacher Qualifications

Several schools in Chelmsford receive Title I funds from the federal government. These funds support funding for the early intervention reading program providing supportive reading services to grade 1 students. Federal law has established the right of parents at schools served by Title I funding to know the professional qualifications of the classroom teachers who instruct your child. Please be assured however, that the Chelmsford Public Schools have been very successful in obtaining highly qualified certified teachers for teaching positions.

In compliance with federal regulations, we would like you to be aware that federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

1. whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

5. If you would like to receive any of this information, please call the Director of Human Resources at 978-251-5100, ext. 6904.

CPS Student Empowered Digital Use Guidelines

Technology/Internet Acceptable Use

As technology becomes increasingly integral to instruction and educational services at Chelmsford Public Schools, we recognize that students will be accessing technology in various ways during their learning experiences. To ensure that technology is used in ways that enhance the learning process, the Chelmsford Public Schools has developed and continuously updates policies and protocols to guide its use. All School Committee policies can be found [HERE](#).

Technology specific guidelines are contained both on the School Committee policy website, and within this document. The CPS Student Empowered Digital Use Guideline is the overarching technology acceptable use policy for students. If at any time any user is unclear about technology use guidelines, please call or **email** the Director of Information Communication and Technology Services with your question.

Chelmsford Public Schools recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction intended to develop digital citizenship skills and emphasize the appropriate and ethical use of technology. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways, aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge they understand that using digital devices on the school district network is a privilege and when using them in accordance with School District guidelines, they will retain that privilege. Misuse of district devices or network can and will end with disciplinary measures, including but not limited to prohibition from using the school district network. Please see a [list of possible disciplinary measures](#) that may be taken for violations of this or any classroom technology policy.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities;

- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private;
- Individuals will show respect for themselves and others when using technology including social media;
- Users shall give acknowledgment to others (people, sources, tools including AI (Artificial Intelligence), for their ideas and work;
- Users shall report inappropriate use of technology immediately.

These procedures shall be frequently reviewed by the district and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, appropriate communication strategies, and ethical use of technology.

Please reference the [CPS Student Empowered Digital Use Guidelines](#) document for further information regarding each topic:

- Safe and Responsible Use
 - Access to Digital Resources
 - Removal of BYOD
 - Academic Integrity
 - Video Surveillance
 - Social Media & Communication
 - Chromebook/Device Distribution
 - Chromebook/Device Care and Maintenance
 - Chromebook/Device Usage Expectations at School
 - Chromebook/Device Usage Expectations Outside of School
 - Audio/Video Recording and Photos
 - Saving to the Chromebook/Device
 - Network Connectivity
-
- Student Expectations
 - Parent/Guardian Responsibilities
 - Loss, Theft, or Damage

Search and Seizure

The Chelmsford Public Schools has the right to inspect school property at its discretion, including a student's locker or desk, a school-issued laptop, school-issued email, and/or the student's use of the school's network.

Lockers/Desks

If a locker or desk is issued to students by the Chelmsford Public Schools, such lockers and desks are school property, and the school reserves the right to search them at any time.

Students have no expectation of privacy in the contents of their lockers or desks.

1. Lockers and desks are the property of Chelmsford Public Schools. The Chelmsford Public Schools maintains control of all locks affixed to lockers. No other locks are permitted, and such locks will be removed by school officials.
2. Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
3. It is prohibited to store any items/substances in violation of any school rule or Federal, State, or Local law in a locker or desk.
4. Items/substances prohibited from being in school, including in lockers and desks, include but are not limited to: guns/knives/weapons (real or fake), drugs and/or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other item or material which may disrupt the educational environment or present threat of harm to students and/or school staff.

Electronic Devices

School issued laptops, as well as any other device issued by the Chelmsford Public Schools, and the Chelmsford Public Schools' network (including email), are the property of Chelmsford Public Schools, and students do not have an expectation of privacy as to their use of the school-issued devices laptop and/or network, including but not limited to, any information accessed, stored, or transmitted on, with, or during use of the school issued device or network.

Search of Students and Their Belongings

1. A Search of a student's person, personal possessions (including personal electronic devices), automobile on school property, will only be performed by school administrators, where there exists reasonable suspicion that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives

and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the search prior to its implementation. A search of a student may extend to, but is not limited to: articles of clothing such as pockets; removal and search of outer garments such as hats/caps/head-gear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, backpacks, and personal electronic devices. The consent of the student or a parent/guardian shall not be required prior to conducting a search of a student or the student's belongings. Students found in possession of prohibited items or materials may be subject to disciplinary action and/or criminal prosecution.

2. If the student fails to comply with a search, the student may be detained until the student's parents, and, if necessary, the police, can arrive at the school. Students who impede or refuse to comply with a search may be subject to disciplinary consequences, including a short or long-term suspension from school.
3. In the event of a search of a student or their belongings, parents will be notified of the search and the results thereof as soon as practicable. Except under exigent circumstances, the school administrator will conduct searches in the presence of another adult. Any object or substance found which may be evidence of a crime will be given to the police. Objects or substances which may be evidence of a school rule violation, but not a crime, will be held by Chelmsford Public Schools administrators, and, if appropriate, may be returned to the student's parents.

Because the Chelmsford Public Schools has the right to inspect school property at its discretion, the Principal may permit law enforcement to search school property, including with the use of drug detection dogs. Individuals shall not be subjected to a search by a drug detection dog.

Locker Rooms

Students are not to enter a locker room that is not supervised by an adult, unless they have permission from a coach or staff member. While in the locker rooms, students are expected to follow all of the school rules and expectations, including the prohibitions against bullying and hazing.

Academic Integrity

Academic Integrity is Chelmsford Public Schools' commitment to responsibility, honesty, trust, and respect. Academic Integrity essentially means being responsible for one's own work, and it is held in high regard in our schools. Students can take pride in work they have produced from their own efforts; they have worked honestly and fairly.

Academic Integrity also means upholding values and beliefs that are considered important, not just by our schools, but also by society, including sports teams, employers, friends and family. Violating our policy on Academic Integrity is cheating and a violation of school rules. For more specific Middle School Information on the Academic Honor Code, please visit the McCarthy or Parker School Website. For more specific High School Information on the

Academic Honor Code, please see the High School Handbook Addendum.

What are some examples of cheating?

- Copying another student's answers on a test or quiz, with or without their permission
- Sharing questions from an exam with another student who has not yet taken the exam
- Copying another student's answers on a homework assignment
- Copying some other student's work and claiming it as your own
- Allowing another student to copy your work or giving your work to them to turn in as their own
- Forging (signing) your parent's/guardian's name on a note or permission slip
- Plagiarism (copying another's words/work without giving credit), including copying material or ideas from books, internet sources, AI, etc.
- Changing grades on midterm or report card
- Use of electronic devices for unauthorized sharing of information.
- The unauthorized use of Artificial Intelligence (AI), which may include but not be limited to using AI to gain an unfair advantage, such as using AI-enabled math-solving websites to solve math problems or employing generative AI to create art or graphics for assignments as well as writing essays or papers.

Why is cheating wrong?

- It breaks a bond of trust — we become suspicious of others.
- It is against the rules and there are serious penalties. People have been thrown out of college, lost jobs, and ruined their careers over cheating.

What is Plagiarism?

Plagiarism is a form of cheating. Alexander Lindey has defined plagiarism as: "...the wrongful act of taking the product of another person's mind and presenting it as one's own...To use another person's ideas or expressions in your writing without acknowledging the source is

to plagiarize. Plagiarism, then, constitutes intellectual theft." (Lindey, Alexander. Plagiarism and Originality)

The following are examples of plagiarism:

1. Buying or downloading a paper from a research service or a term-paper mill and offering it as your own.
2. Turning in another student's work, with or without that student's knowledge, as your own.
3. Copying any portion of another's work without proper acknowledgement.
4. Paraphrasing ideas and language from a source without proper documentation.
5. Using Artificial Intelligence (AI) to generate essays or papers and turning them in as one's own work without proper attribution is considered plagiarism.

Consequences for Cheating or Plagiarism

1. The student will receive a zero for the entire assignment/assessment. A student will not be allowed the opportunity for make-up of any kind.
2. A conference may be held with the student, teacher, and the student's Dean.
3. Parents/guardians will be notified of the offense.
4. Students will be required to attend an after-school session on cheating and plagiarism.

Exception: The definition of plagiarism given above includes "Paraphrasing ideas and language from a source without proper documentation" (definition number 4). In violations that pertain to this type of plagiarism, the teacher, in consultation with the student's administrator, will determine the consequences. The purpose of the consequence in this case will be to teach the proper way to attribute sources in academic work. The teacher will use his or her professional expertise to determine whether or not the offense relates to definition number 4.

Directory Information

(603 CMR 23.07 (4) (a))

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of

the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

Incident Management

The Chelmsford Public School District has a comprehensive Incident Management Plan. It is expected that all students participate in the prescribed emergency drills in their schools as instructed by the school administration and staff. It is imperative that students understand the importance of engaging in these procedures in a serious manner so as to be fully prepared should an emergency arise during the school day.

There are four types of drills that are required for all staff and students in all school buildings during the school year:

Evacuation Drill – is used when it is important to move away from the building to a secure location away from the building. This drill will take place at least four (4) times per year under the direction of the Chelmsford Fire Department.

Safety Drill – is used when a bomb-type threat is made to the safety of a building. These drills will take place at least two times per year.

Hold in Place – is used to protect staff and students from incidents and/or distractions that are taking place in the hallway. A hold in place implies that instruction should continue within the classroom, and that students should remain in the classroom until further notice. These drills will take place at least two times per year.

ALICE/Option-Based Response – ALICE/Options Based Response

The ALICE/Options Based Emergency Response(s) require staff and students to make survival decisions based on real-time information. Each one of these emergency situations is unique and likely requires a different response. ALICE is an acronym for the 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the ALICE response does not follow a set of sequential actions you must follow when confronted with an Active Shooter. Decisions are made using the information available at any given time. Your survival is paramount, and it is critical that staff and students are prepared to react if they are ever faced with one of these situations.

*1) **ALERT** – Use any available means of communication to tell others what is happening.*

*2) **LOCKDOWN/ENHANCED LOCKDOWN**– This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.*

*3) **INFORM** – Using any means necessary to pass on real time information.*

4) COUNTER – This is the use of simple, proactive techniques should you be confronted by the Active Shooter.

5) EVACUATE – Remove yourself from the danger zone as quickly as possible.

The District has a crisis response team to oversee the safety and security of students and staff and the implementation of the District's emergency policies during crisis incidents. The District's crisis response team is led by the building principal.

Delayed Openings and School Cancellations

In cases of inclement weather or other emergency necessitating the closing or delaying of school, the Superintendent will make the decision. Central administration personnel will then notify the radio and television stations between 5:00 AM and 5:45 AM. A Blackboard Connect-Ed message will be sent to all families and staff. Delayed Openings will be posted on the district and school websites.

School openings will be delayed by 2 hours. All activities in the schools will continue as usual including the same dismissal time. Morning Kindergarten and CHIPS Preschool classes will be cancelled when the start of school is delayed. Please see the school website for a complete listing of school start and dismissal times.

Emergency Closings

On a rare occasion school may be closed due to a weather-related event. In this case, all children must be sent home, with the exception of those children scheduled to attend the Community Education Extended Day Child Care program. Elementary children enrolled in the Extended Day Child Care program will remain at their school and parents will pick them up as soon as possible, but no later than 6 p.m. McCarthy Childcare students will be bussed as usual to Parker, and parents should pick up Parker and McCarthy students at Parker as soon as possible, but no later than 6 p.m.

1. The Superintendent will notify the school that busses would be arriving to take children home at a specified time.
2. A Connect-Ed call would be used to notify parents of dismissal procedures.

It is important that parents keep their home, business, and emergency numbers current with the school as these are the numbers which will be called through Connect-Ed.

Parents who plan to come to the school to pick up their child are strongly encouraged NOT to call the school and tie up the phone lines. Just come to the office and your child will be dismissed. It is imperative that each child knows where to go in the event that a parent cannot be notified. For parent peace of mind, this would also help in those rare cases when an emergency arises, and a parent cannot get home to meet their child.

Hazing

Hazing is prohibited and is a crime. Any student who violates the anti-hazing laws (M. G. L. c. 269, §§ 17-19) may be subject to discipline, including possible suspension. The following is a copy of M. G. L. c. 269, §§ 17-19.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one-thousand (\$1,000) dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and

sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

McKinney-Vento

According to the Federal McKinney-Vento Homeless Education Assistance Act, schools are required to immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records, or proof

of residency. There are similar protections under Title I of Every Student Succeeds Act (ESSA) for foster care students. For additional information regarding the education of homeless students, please contact the homeless liaison coordinator. For information regarding foster care students, please contact the DCF liaison of the Chelmsford Public Schools.

The Chelmsford Public Schools prohibits discrimination or harassment based on homelessness. Any complaints of discrimination or harassment based on homelessness may be reported to the homeless liaison coordinator and will be investigated using the same process and steps as the Chelmsford Public Schools' non-discrimination procedures.

Prevention of Physical Restraint and Requirements If Used

The Chelmsford Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from assault, or serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of force necessary to protect a student or another from physical injury or harm.

Nothing in Chelmsford Public Schools policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an

individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A.

The Chelmsford Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in school, 603 CMR 46.00.

Child Abuse/51A Mandatory Reporting

All school staff are mandated reporters. By law, information about child abuse and neglect must be communicated by school employees to the Massachusetts Department of Children & Families (DCF) according to DCF protocol, and/or to the Principal (or their designee), who in turn are responsible for notifying DCF according to DCF protocol. The duty to report is triggered when a mandated reporter, in their professional capacity, has reasonable cause to believe that a child is: (i) suffering physical or emotional injury resulting from abuse inflicted upon them which causes harm or substantial risk of harm to the child's health or welfare including, but not limited to, sexual abuse; (ii) suffering physical or emotional injury resulting from neglect including, but not limited to, malnutrition; (iii) a sexually exploited child; or (iv) a human trafficking victim, as defined by section 20M of chapter 233; provided, however, that an indication of prenatal substance exposure shall not solely meet the requirements of this section.

In schools, mandated reporters must fulfill their mandatory reporting duty by:

1. immediately making an oral report directly to DCF and then following up with a written report (which can be filed online, by fax, or mail) to the DCF local area office within 48 hours; **or**
2. immediately notifying the Principal (or their designee), in which case that individual becomes responsible for immediately making the oral report to DCF and submitting the written report (which can be filed online, by fax, or mail) to the DCF local area office within 48 hours.

A mandated reporter who works for a school *may* also choose to immediately notify both DCF and the person in charge of the school. In addition, mandated reporters may contact the police or the Office of the Child Advocate.

If a mandated reporter believes a child is in imminent danger, they should call 911 immediately. If school officials believe that criminal laws may have been violated, whether or not the violation is included under § 51A, they should report such matter to the police.

Any person, even if not a mandated reporter, may file a report with DCF if that person has reasonable cause to believe that a child is suffering from, or has died as a result of, abuse or neglect.

Any suspected abuse or neglect of a person with a disability aged 18 and over must be reported to the Disabled Persons Protection Commission (DPPC), 300 Granite Street, Braintree, MA, 02184. Tel: (617) 727-6455..

The School Committee is responsible for informing teachers, administrators, and other professional staff of the reporting requirements for child abuse and neglect under M. G. L. c. 119, § 51A. See M. G. L. c. 71, § 37L. The District is knowledgeable about this protocol and will ensure that staff are informed of their reporting obligations under M. G. L. c. 119, § 51A. All staff are made aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent
Members of the School Committee

From: Joanna Johnson-Collins, Director of Business & Finance

Date: July 30, 2025

Re: FY2026 Recommended Budget Transfers

I am writing to request one (1) budget transfer for FY2026 at this time.

The budget transfer request is shifting budget funds from the computer services account to the CHS industrial arts equipment account. The purchase is an enhancement to the industrial arts classroom (wood shop) to include student seating, work benches, teacher desks and miscellaneous tools and equipment.

From		To		Amount
14400000-52472	Computer Services	12420138-58510	CHS Industrial Arts Equip	27,915

I recommend the school committee vote to approve this FY2026 local operating budget transfer for \$ 27,915 from the account noted to the Industrial Arts account as presented.

Thank you for your consideration in approving this budget transfer.

Chelmsford School Committee
Consideration of Policy Revision
August 5, 2025

Current CPS policy related to approval of private schools:

File: LBC - RELATIONS WITH NONPUBLIC SCHOOLS

Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#) and [71D](#); [71B:4](#); [74:4-7A](#); [76:1](#)

Recommended MASC policy related to approval of private schools:

File: LBC - RELATIONS WITH NONPUBLIC SCHOOLS

In accordance with state law, the School Committee will approve a private school when it is satisfied that the school equals that of the municipality's public schools in thoroughness, efficiency, and progress made.

All of the following steps are required for approval of a private school:

1. The school submits a letter of application to the Superintendent of Schools.
2. The school completes all items on the "Checklist for Approval of a Private School" and submits required documentation.
3. The Superintendent or designee reviews the submitted materials.
4. The Superintendent or designee visits the school.
5. The school makes a presentation to the School Committee.
6. The Superintendent makes a recommendation to the School Committee.
7. The School Committee takes formal action on the recommendation.
8. The school is notified of the School Committee's decision.

The School Committee will act reasonably and in good faith to carry out its statutory approval function.

If substantial changes are made in the private school's program, the school must seek renewed approval.

The School Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#) and [71D](#); [71B:4](#); [74:4-7A](#); [76:1](#)

MA DESE Sample Criteria/Checklist for Approval of a Private School by a School Committee

1) Population To Be Served

Admissions criteria; documentation of school's enrollment

2) Physical Plant/Safety

A. The school shows evidence of current:

- i) Certificate of Occupancy
- ii) Fire inspection
- iii) Safety inspection
- iv) Elevator inspection, if applicable
- v) Compliance with lead paint poisoning prevention (for children under 6 years old)
- vi) Compliance with other applicable federal and state health and safety standards (e.g., PCB, asbestos inspections, handicap accessibility)
- vii) Copies of valid safety and health inspection certificates

B. The site, plant, and equipment adequately support the program and are operated to ensure the safety and health of the students.

3) Curriculum

The curriculum offered is "equivalent" to that offered in the local school system generally and, specifically, in terms of the following instructional areas:

- i) mathematics
- ii) science and technology
- iii) history and social science
- iv) English
- v) foreign languages
- vi) the arts
- vii) physical education

4) Educational Materials

Textbooks and individual instructional materials, including computers and other technology, are adequate.

5) School Staff

The instruction provided is "thorough and efficient" based on:

- i) teacher qualifications
- ii) adequate student/teacher ratio
- iii) regular evaluation of staff
- iv) the school principal reviews criminal offender record information (CORI) of current and prospective employees and volunteers, as required by law

6) Administration

The school has a clearly defined organization that facilitates its objectives.

7) Records

- A. The school maintains an adequate system of student records (e.g., attendance, health, discipline, progress reports).
- B. The student records are kept in a secure and organized manner that is consistent with federal and state student record laws to the extent applicable.
- C. The school maintains and timely provides transcripts in response to requests of students and former students in accordance with G.L. c. 71, § 34A.
- D. The school is prepared efficiently to transfer transcripts of all students and former students to the Massachusetts Department of Elementary and Secondary Education and/or other schools should it cease operation, in accordance with G.L. c. 71, § 34G.

8) Student Services

The school provides adequate pupil personnel services for all students (e.g., health care procedures, guidance and counseling programs, discipline policy).

9) Financial Support

- A. The school provides evidence of financial solvency and resources to sustain the educational program.
- B. The school presents documentation of its legal status. These may include copies of the articles of incorporation and the certification of tax exempt status.

10) Student Learning Time

The school provides adequate student learning time (length of school year and school day) and hours of instruction in each subject.

11) Student Performance Assessment

The school periodically evaluates students' skills, competencies, and knowledge and documents their progress.