

# **Attleboro Public Schools**

## **Middle Schools**

Cyril K. Brennan Middle School

Robert J. Coelho Middle School

Wamsutta Middle School

## **Student Handbook**

### **2021-2022**

# ATTLEBORO PUBLIC SCHOOL DISTRICT

## Middle Schools

### **Cyril K. Brennan Middle School**

Fred Souza	Principal
Arnold Chamanlal	Assistant Principal

508-222-6260

### **Robert J. Coelho Middle School**

Andrew Boles	Principal
Achille Yangambi	Assistant Principal

508-761-7551

### **Wamsutta Middle School**

Kevin Atkinson	Principal
Douglas Heal	Assistant Principal

508-223-1540

## Central Office Administration

508-222-0012

David Sawyer	Superintendent
Laurie Regan	Assistant Superintendent
Marc Furtado	Director of Facilities and Controller
Ivone Medeiros	Director of Special Education and Student Support Services
Julienne Singer	Director of Human Resources
Joanne DiPalma	Director of Social and Emotional Learning

## School Committee

Stephen Withers, Jr.	Chairperson, Ward III
Robert Geddes	Vice Chairperson, At-Large
William Larson	Secretary, Ward II
Dianne Sawyer	Ward I
Lynn Porto	Ward IV
Shannon Johnson	Ward V
Scott Domenici	Ward VI
Robert Hill	At Large
James Stors	At Large

THE ATTLEBORO PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, DISABILITY, NATIONAL ORIGIN, RACE, RELIGION, SEX, GENDER IDENTITY OR SEXUAL ORIENTATION.

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Please call the English Language Learning Program Office 508-222-0012 x 1449 if you need this document translated.

يرجى الاتصال بمكتب برنامج تعلم اللغة الانكليزية : 0012- 222- 508 – 1449 تحويلة

. اذا كنت بحاجة الى هذه الوثيقة مترجمة

Por favor telefone para o escritório do programa ELL no número 508-222-0012 x 1449 se precisar deste documento traduzido

Si usted desea que este documento sea traducido, por favor llame a la oficina del Programa de los estudiantes que están aprendiendo el idioma Inglés al número 508-222-0012 x 1449.

## ***Mask Requirement***

The Attleboro Public Schools requires students in all grades to wear masks indoors in schools except when eating, drinking, or during mask breaks. Upon receipt of proper documentation, students with medical conditions or behavioral needs are exempted from the mask requirement.

1. Students must wear a mask that covers the nose and mouth. Bandanas, gaiters, and masks with one-way valves are not permitted in school.
  - If a student arrives at the bus or to school without a mask, the student will be provided one and the family will be contacted.
  - If the student continues to be non-compliant with mask-wearing expectations the school will contact the student's family to offer to schedule a parent meeting (in-person, by phone, or virtual).
2. Repeated violations of, and/or refusal to comply with the Mask Requirement, will be considered a violation of Category III of the Student Handbook Code of Conduct: *conduct not in compliance with policy or state or federal law.* Additionally, such actions may result in suspension.

## **ATTLEBORO PUBLIC SCHOOLS**

### **OUR MISSION**

The Mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

### **OUR VISION**

The Vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

### **OUR ESSENTIAL BELIEFS**

#### **Conditions for Learning**

- Learning is a shared responsibility among students, schools, families, and the community.
- A safe, respectful, and supportive environment is necessary for both teaching and learning.

#### **Quality Learning Experiences**

- All students deserve challenging and engaging learning experiences that have real-life value.
- All learners need varied and personalized learning experiences that will provide opportunities to develop and apply knowledge and skills.

#### **Successful Mindset**

- Success for all students requires stretching beyond perceived limits through effort and perseverance.
- Progress and success are reliant upon continuous learning, reflection, and growth.

#### **Value of Education**

- Learning empowers all of us to discover, think critically, and pursue our aspirations.
- Education prepares students for their responsible participation in a shared world.

### **OVERARCHING GOALS**

**GOAL ONE:** APS will place students at the center of all educational decisions through guided planning to achieve personalized goals.

**GOAL TWO:** APS will improve the quality of education for all students by providing learning experiences that are personalized, challenging, and have lifelong value.

**GOAL THREE:** APS will cultivate and extend community partnerships to improve outcomes for students through outreach, collaboration, and reciprocal support.



## **DISTRICT LEARNING PRIORITIES**

### **Engaging Learning Experiences**

- Students are curious about and invested in learning, because it is designed to provide real value beyond the classroom.
  - Authentic Experiences and Performances
  - Intrinsic Motivation and Individual Choice
  - Hands-on Learning
  - Interdisciplinary Instruction and Assessments

### **Infusing Technology**

- Students integrate technology and apply those resources through the learning process.
  - 1:1 Environment
  - Personalization
  - Research and Evaluation of Information
- Innovation and Reflection

### **Personalization of Learning Programs**

- Students participate in programs that are customized to meet their individual needs.
  - Diversified and Deep Curricula
  - Universal Design for Learning
  - Individualized Learning Plans (ILPs) and Student Voice
  - Flexible Scheduling

### **Experiential Learning Opportunities**

- Students engage in a variety of experiential learning opportunities which provide purpose and increase motivation and effort to help them grow as learners.
  - Field Experiences and Student Travel
  - Service Learning
  - Community Partnerships
  - District Afterschool System

### **Student Exit Outcomes**

- Students demonstrate mastery of vertically aligned outcomes that meet the demands of the 21<sup>st</sup> century.
  - Curiosity and Imagination
  - Access and Evaluate Information
  - Critical Thinking
  - Communication
  - Collaboration
  - Initiative, Innovation and Problem Solving
  - Character and Wellness

## **RIGHTS AND RESPONSIBILITIES**

Our students are considered citizens of the school community. Citizenship as in any community, is something, which grants fundamental rights and equally important responsibilities upon each of its members. No person because of age, color, disability, national origin, race, religion, sex, gender identity/expression, or sexual orientation, shall be subject to discrimination in any education program.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

- ◆ To meet all your academic obligations to the very best of your abilities

- ◆ To be treated with respect by all members of the school
- ◆ To treat all members of the school community, both pupils and staff, with respect
- ◆ To be personally safe
- ◆ To help make the school a safe environment for all students
- ◆ To do your schoolwork in clean surroundings and to help keep the school a clean place for everyone
- ◆ To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others
- ◆ To know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be violations of these behavioral expectations

## PARENT RIGHTS AND RESPONSIBILITIES

- ◆ To treat all members of the school community, both pupils and staff, with respect
- ◆ To be treated with respect by all members of the school community
- ◆ To help make the school a safe environment for all students
- ◆ To expect an appropriate education for their child
- ◆ To express their opinion
- ◆ To inspect all portions of their child's records
- ◆ To expect fair application of all school-wide policies

## PROBLEM RESOLUTION PROCEDURE

### POLICY

It is the policy of the Attleboro School Committee to assist any concerned party to quickly and equitably resolve concerns with the individuals who are closest to the issue or problem. Attempts to resolve a problem at an inappropriate level is contrary to the purpose of these guidelines. Resolution with the individuals closest to the problem must be consistently followed.

### PROCESS

Any concerned party's first contact should be to the staff member (Teacher, Paraprofessional, Assistant, Coach, Custodian, or Administrator) directly related to the issue. In those instances, when an individual is unsure of whom to approach, a School Committee member can be consulted to aid in direction or identification of the appropriate staff member. This does not preclude the School Committee member from proactively advising the School Administration (Principal and/or Superintendent) of a pending issue.

If there is no resolution, the concerned parties are encouraged to proceed to the next appropriate level (Building Administrator, Principal, or Director of Special Education). Directors, Supervisors, and Coordinators may be involved at the discretion of the Building Administrator and may be asked to assist in the resolution. Successive levels of authority (Assistant Superintendent, Superintendent, and School Committee) would represent the desired resolution path.

## I. ACADEMIC INFORMATION

### SCHOOL HOURS:

SCHOOL	ATTENDANCE	DISMISSAL
Brennan	8:00 AM	2:35 PM
Coelho	8:00 AM	2:35 PM
Wamsutta	8:00 AM	2:35 PM

**\*Early Release 8:00 AM – 11:40 AM**

## **DELAYED OPENING OR EARLY DISMISSAL PROCEDURES:**

*(For Inclement Weather and Emergencies)*

**The Attleboro Public Schools will make every effort to notify families promptly in the event of early dismissals, weather and other emergency cancellations and delays. Aspen Notifications, Social Media, and School Connect phone messages are used to reach as many families as possible.**

The following is a list of stations (television and social media) which will broadcast no-school announcements or a delayed starting time for the Attleboro School System:

<b><u>Social Media</u></b>	<b><u>Television</u></b>
<b>Attleboro Facebook Pages</b>	<b>COMCAST- Channel 9</b>
<b>Attleboro Public Schools Website</b>	<b>Channels 4,6,7,10,12</b>

### **School Connect:**

School Connect is a communication tool designed for Pre-Kindergarten-12+ schools that enables school administrators to send personalized voice messages to parents and staff. These messages can include messages about upcoming school events, meeting invitations, and important messages that may involve cancellation of school due to weather as well as other timely information related to your child's school.

### **Remind:**

Remind is a communication tool designed for Pre-Kindergarten-12+ that enables school administrators to send personalized text messages to families and staff. These messages are used for important messages related to your child's school.

### **Early Dismissal:**

There are times when it may be necessary for students to be dismissed *after* the start of school. In an emergency or inclement weather, an announcement to that effect regarding early dismissal will be made on the previously listed stations. In any other emergency that indicates significant safety risk to our students, students may be sent home immediately or to another designated school. Arrangements should be made ahead of time by parents who will not be at home, to inform their child of a place to go in the neighborhood in the event of an emergency. **Parents and students should have an emergency plan in the event of an emergency early dismissal.**

## **ATTENDANCE**

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; observance of major religious holidays; appearance in courts, and/or temporary relocation due to extreme emergencies (e.g. fire; flood; or parent hospitalization). An IEP or 504 Team may make exceptions to the attendance policy for disability-related absences.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

#### Student Absence Notification Program:

Each Principal, by whatever title they may be known, will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal, by whatever title they may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

#### Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Source: MASC October 2014

#### References:

- Attleboro Public School Handbooks
- Policy Exhibit: JH-E1: Attendance Notifications Throughout APS

#### LEGAL REFS.:

- M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

**MEDICALLY EXTENDED ABSENCE:**

If students are going to miss school due to a long-term illness beyond 10 school days, arrangements can be made to arrange for private tutoring. A student will need a physician's statement for home or hospital placement, signed by the attending physician authorizing such tutoring. These forms may be obtained from the school nurse.

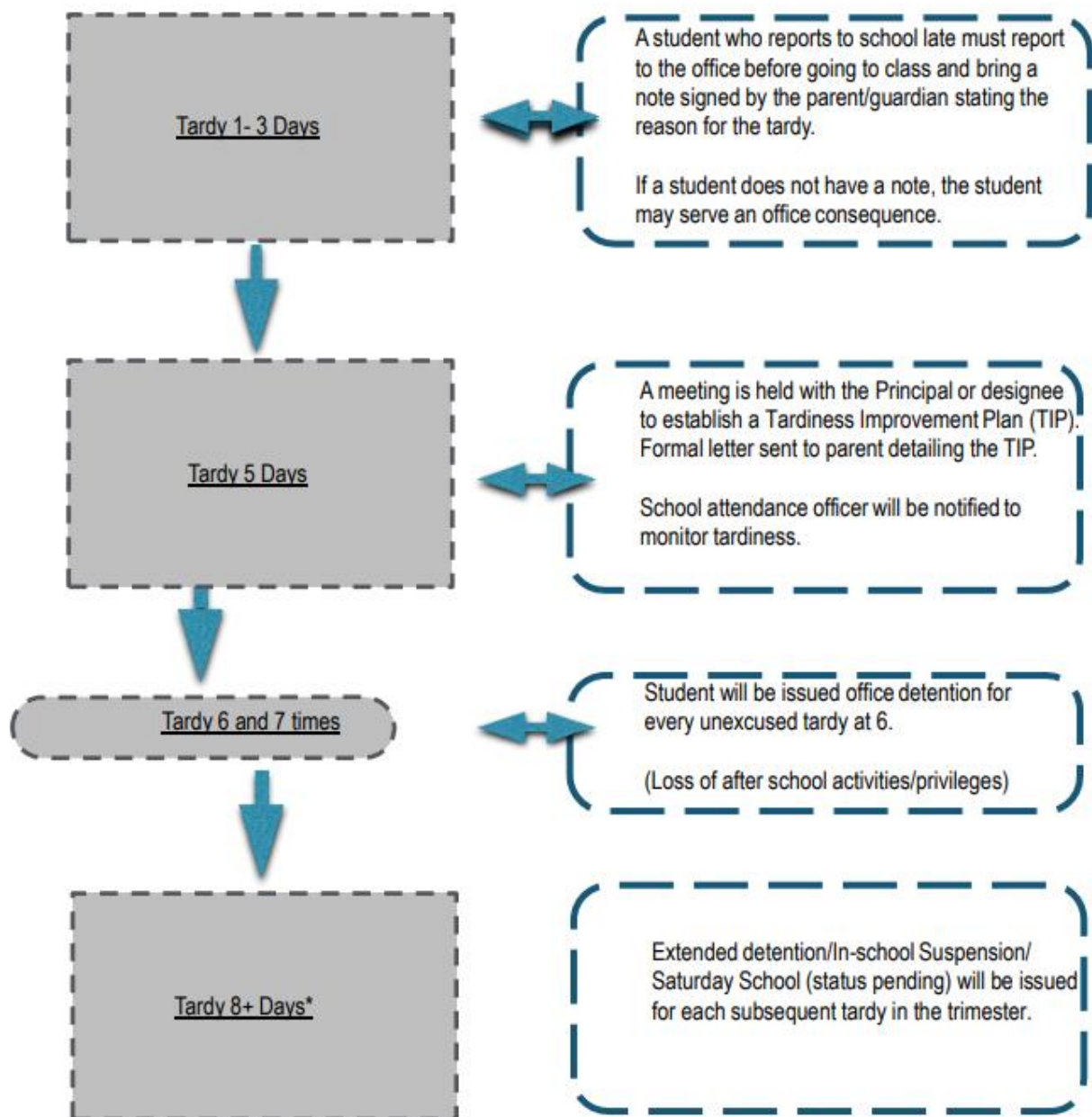
**DISMISSALS:**

Students are not permitted to leave the school building or school grounds at any time during the Middle School day without a note from the parent/guardian. This dismissal note should be presented to the office in the morning prior to the beginning of school. All students must report to the office at the time of their dismissal to be officially dismissed.

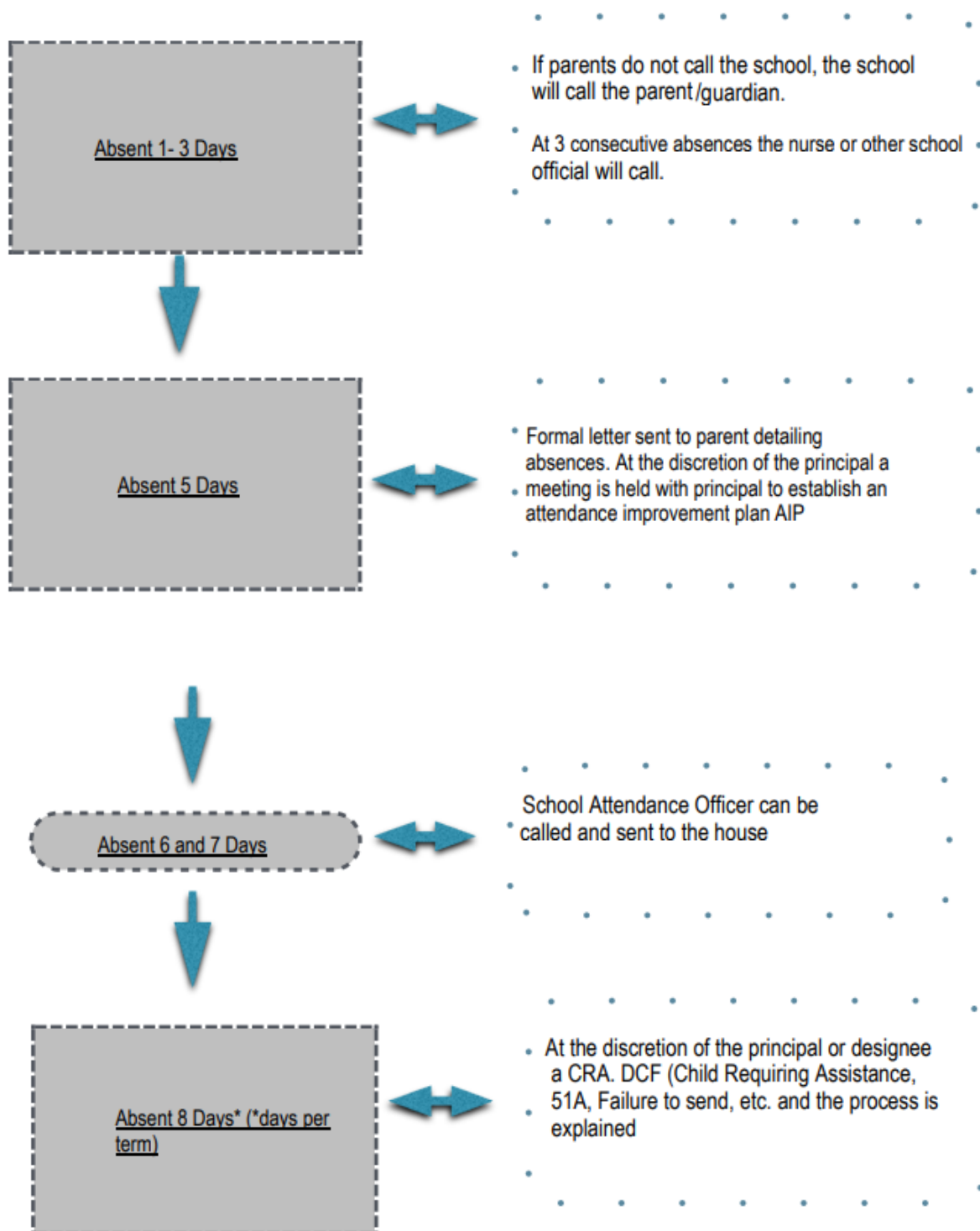
A parent/guardian or individual designated by the parent must pick up the student from the main office or nurse's office. When dismissing students, school personnel will request proper identification from parent/guardian or designee if necessary. Parents and guardians are encouraged to schedule medical and dental appointments after school hours. However, when emergency demands, the appointments should be made so that the student misses as little school as possible. Parents are also encouraged to refrain from requesting dismissal fifteen minutes before the close of school unless it is an emergency.

In the event of illness/injury that requires dismissal, the parent/guardian will be contacted by the school nurse or Administration.

### Tardy Notification Schedule:



## Absence Notification Schedule



## **REPORT CARDS**

Report Cards will be distributed at the end of each marking period. Mid-term progress reports are distributed at the mid-point of the marking period. These reports are used to help the student and parents gauge their child's progress in relationship to his or her individual ability. If there are any questions or concerns about your child's report card or progress report, contact the child's teacher or team.

## **ASPEN**

Family members who are primary adult contacts for a student, use the Family portal to see the student's information, academic progress, groups and calendars. With Aspen's Family portal, teachers and parents have an arena for open communication. Parents have one login to access all of their children's information. If you are unsure about your login information, please see the secretary in the main office.

## **HONOR ROLL**

All students are eligible for Honor Roll status. The Honor Roll is a special recognition for those students who have demonstrated a high degree of academic achievement during a marking period. A student must receive no grade lower than a B- in all subject areas to be considered for the Honor Roll.

## **TESTING**

Students may be tested according to local options. As prescribed in the Massachusetts State Regulations, all students must participate in the state-testing program. A required physician's note is mandated by the Department of Elementary and Secondary Education to verify absences.

## **CRITERIA FOR STUDENT PLACEMENT IN ACCELERATED MATH**

The Attleboro Middle Schools offer accelerated math courses to provide qualified students the chance to complete the High School Algebra 1 course while still in middle school, and consequently, have the option to complete 4 courses of advanced math while in high school. *This pathway begins in the eighth grade and is completed with AP Calculus in high school.* (If a student does not take Algebra I in 8th grade, he/she can take two advanced math classes during the sophomore year to take AP Calculus as a senior.)

**Students moving from 6<sup>th</sup> to 7<sup>th</sup> grade** will be recommended for accelerated math by their current math teacher. This recommendation will be based on the following:

- Historical math State Assessments
- District-wide unit assessments
- March District Assessment
- Attendance and work completion
- Measures of mathematical reasoning (student responses and explanations- written or verbal)

**Students moving from Accelerated Grade 7 to Grade 8 Algebra** will continue in the pathway based on the following criteria:

- Historical math State Assessments
  - Demonstrates an understanding of concepts in Accelerated coursework on Grade 7 district-wide unit assessments
- March District Assessment
- Attendance and work completion



- Measures of mathematical reasoning (student responses and explanations- written or verbal) continues to be evident

**Students may be recommended for Grade 8 Algebra from a general education grade 7 math class** by the math teacher based on the following criteria:

- Historical math State Assessments
- Demonstrates a strong understanding of concepts on Grade 7 district-wide unit assessments
- March District Assessment
- Attendance and work completion
- Measures of mathematical reasoning (student responses and explanations- written or verbal)

Note: This pathway requires individual summer work on essential prerequisite grade 8 math standards prior to entering Grade 8 Algebra to support this transition.

Each Grade 7 Accelerated Math teacher may identify students whom they feel are candidates for an accelerated high school math experience. Students could be recommended to take their Grade 8 Algebra at Attleboro High School. The Algebra class at the middle school or at AHS is the **same course**. This will also allow the middle schools to add students into the accelerated 8<sup>th</sup> grade math classes, as needed.

### **APPEALS PROCESS AND WAIVERS**

A student's parent/guardian may appeal for a waiver of his or her placement when unable to meet the prerequisites. Appeals must be made in writing to the school principal. The letter must contain the parents'/guardians' rational for their child's placement in the more challenging curricular level. Once received, the Review Team, consisting of the Principal, the K-12 STEM Coordinator, and the math teacher will convene. The Team will consider the letter, the student's overall academic performance, discipline, work completion, and attendance records. It may be determined that additional work or conditions may be recommended before placement is altered.

### **PREREQUISITES FOR HONORS / AP COURSES AT AHS**

Attleboro High School offers an Honors level curriculum in most core subject areas. Some of these courses follow the Advanced Placement curriculum and are designated as AP. All of the course offerings are designed to prepare students for the challenges beyond high school whether in a college or career setting. The Honors courses provide motivated students the chance to delve more deeply into the content area, and, consequently, move at a faster pace with significant student workloads. We hope that all students find the curricular level that best suits their current needs and post-secondary goals.

Although we encourage all students to take risks and attempt our most challenging offerings, the Honors selections are not appropriate for everyone. Students who select these classes should have excellent attendance and work-habits, and a willingness to go beyond the minimum requirements to ensure a mastery of the content and skills required by the course. In addition to adhering to course sequence requirements (e.g., a student must take Algebra I before Algebra II), we have the following prerequisites for our Honors and AP courses:

#### **Upon Entry to AHS**

Students moving from 8<sup>th</sup> to 9<sup>th</sup> grade will be recommended for Honors coursework by the teacher team in their respective Middle School. This recommendation will be based on MCAS scoring trends, District Common-Assessments, attendance, grades, discipline records, and work habits. Students from outside of Attleboro Public Schools will be subject to these prerequisites where applicable. Appeals will be received by the High School. For more information on appeals, see below.

### While at AHS

Students must demonstrate an appropriate performance in the current course in the same subject matter to enroll in the subsequent Honors course. For students enrolled in the College Prep level, a 93 average must be maintained. For those currently enrolled in an Honors/AP course, an 83 average must be maintained.

### Prerequisite Appeals Process and Waivers for Honors/AP Courses at AHS

A student may appeal for a waiver of his or her placement when unable to meet the prerequisites. Appeals must be made in writing to the Assistant Principal for Curriculum and Supervision at Attleboro High School. The letter must contain the student's rationale for placement in the more challenging curricular level. Once received, the Advanced Coursework Review Board will convene. The Board will consist of the Assistant Principal, the Department Coordinator(s) of the course(s) in question, the Guidance Coordinator, and Dean. The Board will examine the letter, the student's overall academic, discipline, and attendance records, applicable MCAS, PSAT, and SAT scores, and teacher recommendations. Board decisions will be communicated to the student within 10 school days. Waivers may also be granted for student scheduling conflicts if applicable.

### **ENGLISH LANGUAGE LEARNER (ELL) EDUCATION**

In accordance with federal and state regulations, Attleboro Public Schools shall identify students whose primary language is not English through a Home Language Survey. Students will be assessed to determine English proficiency. If identified as an English Language Learner (ELL), the student will be evaluated annually to determine proficiency in the English language.

Attleboro Public Schools ensures that all students who are identified as English Language Learners (ELL)s will be taught to the same academic standards and curriculum as all students; and will be provided with the same opportunities to master such standards.

### **STUDENTS WITH DISABILITIES: SPECIAL EDUCATION AND SECTION 504**

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Department of Student Services for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)' consent, an evaluation will be conducted; and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the

disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504.

Additionally, the Attleboro Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The Attleboro Public Schools is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

## **II. DISCIPLINARY POLICIES AND PROCEDURES**

Attleboro Public Schools is a diverse community. Our goal is to strive for equity of opportunity in our educational policies, programs, and actions. To achieve this, our schools promote a safe, respectful, and supportive environment in which learning is a shared responsibility amongst students, families, staff, and the community. To ensure our students' success, we partner with families and community members to invest in their future. We provide positive and preventive approaches to discipline designed to keep students in school; providing them the opportunity to participate in quality and engaging experiences that prepare them for post school life.

In order to achieve equity, all stakeholders must participate in building relationships, showing respect for, and communicating with all other stakeholders. Members of our community have additional responsibilities.

### **STUDENTS' responsibilities:**

- Attend school consistently
- Be a partner in the school and community
- Come to class ready to learn
- Be accountable for actions

### **FAMILIES' responsibilities:**

- Provide support and encouragement
- Be a partner with child's school

### **TEACHERS' responsibilities:**

- Provide clear and consistent expectations
- Make learning engaging and relevant
- Adapt instruction to student needs
- Partner with families
- Try to de-escalate conflict
- Be aware of students' cultural backgrounds

### **ADMINISTRATORS' responsibilities:**

- Develop and support a shared vision
- Develop positive school culture
- Partner with students and families
- Be knowledgeable about what is happening in the building
- Model expected behaviors

### **COMMUNITY'S responsibilities:**

- Collaborate and partner with the schools

## **CODE OF CONDUCT**

Students in the Attleboro Public Schools are expected to treat all members of the school community with dignity and respect. The school community is defined as all those people who work or interact in the school. Students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers and school visitors are part of this community.

Each person in the school must have the opportunity to grow personally, socially and intellectually, as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, extra-curricular, athletic, PTO, and special events of the school both on and off school grounds, including school-sponsored trips and those times when school buses or other school-provided transportation is used.

A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Because the school is interested in maintaining the quality and integrity of its programs throughout the school year, infractions of school rules will not be tolerated. Any activity that is disruptive to individual learning or the environment of the school will not be tolerated. Such unauthorized actions may result in the cancellation of class activities.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a framework for promoting and sustaining positive student behavior and consequently a safe and supportive school culture. It includes:

- 3--5 behavioral expectations of the school that are stated in positive language and center around a school's core values.
- Direct instruction of the expectations in context, with opportunities for modeling, practice, feedback, and correction
- High rates of positive feedback aimed at strengthening desired behaviors.
- Predictable re-direction & consequences delivered fairly and consistently across the school.
- Data based decision making that drives interventions aimed at (a) restructuring setting and scenarios likely to produce problem behavior, and (b) developing and targeting interventions to students who require additional behavioral supports.

## **TIERS OF DISCIPLINE**

At the discretion of administration, the middle level PBIS Flowchart will be considered in disciplinary outcomes. When applicable, restorative justice will be utilized as a logical consequence as opposed to punitive consequences. Whenever possible, student infractions will be resolved at the classroom level, however, some infractions may result in consequences listed below.

**Category I: Assigned discipline may consist of restorative justice, warnings, and/or teacher/office detention. When possible, teachers should try & assign consequences at the classroom level. Any time a student is assigned teacher detention, the teacher should notify the family prior to the detention taking place.**

- Disruptive or inappropriate acts judged serious by the administration
- Lying, cheating and/or plagiarism
- Possession and/use of items deemed inappropriate for school

- Public displays of affection (kissing/embracing)
- Refusal to obey the reasonable request of a teacher
- The inappropriate use of phones/technology (phones may be used in classes for educational purposes at teacher discretion only)
- Violation of the school's tardy policy
- Any other infractions that interfere with the learning process may result in disciplinary action

**Category II: Assigned discipline may consist of restorative justice, office detention, referral to the Intervention Center or suspension**

- Disruptive or inappropriate acts judged serious by the administration
- Failure to report to office detention
- Failure to report to the office when instructed to do so by a staff member
- Forgery - signing a parent's or guardian's signature to a school document
- Repeated office referrals
- Stealing
- Truancy - skipping school
- Lying, cheating and/or plagiarism
- Failure to report to class
- Repeated violations of infractions from Category I
- Any other infractions that interfere with the learning process may result in disciplinary action

**Category III: Assigned discipline may consist of restorative justice, suspension, expulsion, and notification of local enforcement**

- Disruptive or inappropriate acts judged serious by the administration
- Abusive/vulgar language or threatening the health, safety, and/or property of any student or staff member
- Civil Rights Violations
- Disrespectful behavior or threats towards administrators, teachers or other staff members both on and off school property
- Fighting or threatening to fight. Students who promote fights between other individuals may also be suspended

- Violation of alcohol, inhalant or controlled substances policies
- Possession or use of a dangerous weapon or facsimile
- Possession and/or use of fireworks
- Physical or verbal harassment including hazing and sexual harassment
- Vandalism - destroying or damaging school property
- Leaving the building or school grounds without permission
- Possession and use of tobacco products including vaping and the use of e-cigarettes and paraphernalia
- Any other conduct not in compliance with policy or state or federal law
- Any other infractions that might not be listed here, but interfere with the learning process may result in disciplinary action

**Category IV: For offenses considered criminal felony matters, assigned discipline may consist of expulsion and notification of local enforcement**

- Abusive/vulgar language or threatening the health, safety, and/or property of any student or staff member
- Civil Rights Violations
- Disrespectful behavior or threats towards administrators, teachers or other staff members both on and off school property
- Fighting or threatening to fight
- Violation of controlled substances policies
- Possession or use of a dangerous weapon or facsimile
- Physical or verbal harassment including hazing and sexual harassment
- Vandalism - destroying or damaging school property
- Any other conduct not in compliance with policy or state or federal law

**The listing of violations does not anticipate every eventuality and violations may result in more significant behavioral consequences.**

## **Smoking, Smokeless Tobacco and Nicotine Violations**

The Massachusetts General Laws prohibit the use of any tobacco products or nicotine products, including nicotine delivery devices, e-cigarettes and vaporizers, within school buildings and facilities, or on school grounds or buses by any individual. Therefore, in the spirit of the law, students are not allowed to possess tobacco products and nicotine products, and any student found to be in possession of a tobacco or nicotine product (including e-cigarettes, vaporizers, or other nicotine-delivery devices) will have such product confiscated and will be subject to discipline in the discretion of the school principal. State law combined with medical research dictates that Attleboro Public Schools' facilities will be maintained as smoke free institutions. Thus, smoking or the use of nicotine in school and on school grounds is to be perceived as a major breach of the code of discipline. In addition, mere presence in an area where smoking or the use of nicotine has taken or is taking place can, under certain circumstances, be perceived as a violation of the no-smoking policy. Consequently, students are urged not to be present or to remain present in an area where this rule is being violated.

## **DUE PROCESS**

The Discipline Code of the Attleboro Public Schools is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires a notice of the charge(s) against him or her, explanation of the basis for the accusation(s) and an opportunity to present his/her version of the facts. Students eligible for services or accommodations under Special Education Regulations or Section 504 may be entitled to additional procedural protections. The Principal will ensure that all necessary procedures are implemented.

Because all members of the school community are subject to both the laws of the Commonwealth and City Ordinances, the school will report acts that may violate the law to the police as appropriate. These acts include, but are not limited to, possession and use of controlled substances and weapons; illegal use of alcohol; behavior of students which endangers the safety of themselves or others; theft; improper use of motor vehicles; vandalism; etc. Our rules and regulations are based on a system of progressive discipline. This means that the Administrator will increase penalties in the cases of second and third offenses.

### **Due Process Under M.G.L. 71, Section 37H <sup>3</sup>/<sub>4</sub>**

#### **Definitions Under M.G.L. c. 37H <sup>3</sup>/<sub>4</sub>**

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 (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.*

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. Suspensions or exclusions pursuant to M.G.L. c. 71, §§37H and 37H <sup>1</sup>/<sub>2</sub> to not count towards the calculation of the number of days of suspension under M.G.L. c. 71, § 37H <sup>3</sup>/<sub>4</sub>. Similarly, days of emergency removal do not count as days of suspension under M.G.L. c. 71, § 37H <sup>3</sup>/<sub>4</sub>.

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, 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 offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below)*

In every case of student misconduct under M.G.L. c. 71, § 37H ¾ for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### **Emergency Removals; M.G.L c. 71, § 37H ¾:**

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: (1) make immediate and reasonable efforts to orally notify the student and the student's parent of 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 at 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 ¾:**

In-School Suspension; M.G.L c. 71, § 37H ¾: means 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 under these regulations. 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 CMR 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 CMR 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, 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 3/4**

Short-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 ten (10) consecutive school days or less. A principal may, in his or her 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**

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 his or her 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 section 37H ½ 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 his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (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 3/44

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, 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 his or her 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 Attleboro Public Schools with regard to the long-term suspension.

### **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 school work 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 and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

### **Due Process Under M.G.L. c. 71, Section 37H and 37H ½ Offenses (Dangerous Weapons, Drugs, Assaults on Staff, and Criminal Felony Matters)**

#### **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 Exclusion/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 for 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 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 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 in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the Attleboro Public Schools 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 Attleboro Public Schools by the Principal.

Principal's Hearing, Long-Term Exclusion – 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, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, the Principal may, in his 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 – 37H - Any student who has been expelled from the Attleboro Public Schools pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel 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.

**Opportunity to Make Academic Progress** - Any school district that suspends or expels a student under this section 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.

Suspensions or expulsions are decisions that must consider a student's due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises.

## **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 or headmaster 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 – Long-Term Exclusion – 37H 1/2 - The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his 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 - 37H 1/2 - The student shall have the right to appeal the suspension to the Superintendent in writing of his request for an appeal no later than five 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 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 his 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 calendar days of the hearing. Such decision shall be the final decision of the Attleboro Public Schools with regard to the suspension.

### **Adjudication of Delinquency, Admission of Guilt or Conviction**

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster 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 – Long-Term Exclusion - 37H 1/2 - The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his 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 – Long-Term Exclusion - 37H 1/2 - The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his request for an appeal no later than five 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 calendar days of the expulsion. The hearing, the student shall have the right to present oral and written testimony on his 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 calendar days of the hearing. Such decision shall be the final decision of the Attleboro Public Schools with regard to the expulsion.

### **Opportunity to Make Academic Progress**

The Attleboro 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.

### **SEARCH AND SEIZURE POLICY**

The Attleboro School Committee recognizes that School Administrators are under an obligation to ensure that reasonable safety, discipline and good order be maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes-conflicting need of school officials to ensure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

### **Search of Student Lockers and Desks**

1. Lockers and desks are the property of the Attleboro Public Schools. The Attleboro Public Schools maintain control of all locks affixed to lockers. No other locks are permitted; and such locks will be removed by the school administration.
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 illegal items/substances or 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 lockers include but are not limited to: guns/knives/weapons (real or fake), drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
5. Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time and prohibited items/substances will be seized.

### **Search of Students and Their Belongings**

1. Search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion 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 impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.
2. Search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion 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. When reasonably possible, search of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official. Use of canines on the exterior of vehicles or other items to detect odors do not constitute a search.
3. Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
4. Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

### **III. HEALTH EDUCATION AND SERVICES POLICIES**

#### **HEALTH SERVICES:**

The Health Office is staffed to provide for the medical and health needs of the students. School Nurses may be reached at each School by calling the school's main office. Parents should feel free to call with questions.

#### **FIRST AID EMERGENCIES:**

The Health Office offers immediate first aid to students. All accidents resulting in injury must be reported to the school nurse. Proper referral will be made as necessary. Parents are asked to supply current phone numbers in case of emergency. It is essential that the nurse's office have a way of reaching parents or another adult who can assume responsibility in the parent's absence. In an emergency situation in which we are unable to contact the parent/guardian, the rescue squad will be called. \_

### **IMMUNIZATION POLICY:**

All students must meet the state requirements for the necessary immunization inoculations. Throughout the year, the nurse will notify those students in need of updating their immunizations. Failure to comply with the immunization requirements will result in exclusion from school in accordance with state regulations. Immunization clinics are offered in collaboration with the Attleboro Health Department. Grade 7 Immunization Requirements: The following immunizations are required for all students prior to entering seventh grade:

- 2 doses of Varicella (chickenpox vaccine)
- 1 dose of Tdap vaccine
- Grade 7 and 8 entry: 1 dose of MenACWY for all students (meningococcal vaccine).

### **LONG-TERM ILLNESS:**

In the event your child will be absent due to a medical condition for an extended period of time, please notify the Main Office to ask for home instruction. A physician's note will be required for the student's return to school and a re-entry meeting may be necessary.

### **ORTHOPEDIC INJURIES:**

Students with an orthopedic injury requiring the use of crutches, braces, casts, slings, splints, etc., must return to school with a note from a physician which clearly states the nature of the condition, clearance to return to school, any restrictions and/or need for supportive devices and clear time frames for any special accommodations.

### **MEDICATION ADMINISTRATION:**

All public/non-public school systems in the Commonwealth are required to comply with regulations 105 CMR 210.000: *The Administration of Prescription Medications in Public and Private Schools*.

- \* All medication must be transported to and from school by a parent/guardian or other responsible adult and delivered directly to the school nurse or designee.
- \* Prescription medication must be in its original pharmacy container, clearly labeled with the student's name, medication name, dose, and frequency of dispensation.
- \* Both the physician's order for prescription medication and written parental consent for the school to dispense any medication must accompany the medication. No medication can be dispensed without both these forms in place. Forms are available in the Health Office and available for download from the District web page under the Health Services section.
- \* Over-the-counter medication, including herbal, homeopathic products and cough drops, must also be in their original container and must clearly be labeled with the student's name, dose, and frequency of dispensation. Written physician and parental permission is required.
- \* For prescription medications, the school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary. A telephone order for any change in medication shall be received and documented only by the school nurse and must be followed by a written order. Whenever possible, the medication order shall be obtained; and the medication administration plans shall be developed before the beginning of the school year.



\* Students must not carry medication on their person. We recognize that self-carrying and self-administration of medication is required in some instances. Examples for exceptions may be inhalers and EpiPens. In these instances, a self-administration plan shall be developed prior to implementation along with the approval of the school nurse.

\*Any medication given by the school nurse is given at his/her discretion with completed paperwork.

### **TYLENOL USE PROCEDURE:**

As a result of warnings issued by the FDA regarding the dangers related to the misuse and overuse of Tylenol (acetaminophen), the nursing department has in place procedures to monitor and discourage the excessive use of this drug during the school day unless there is proper indication for use. As with any medication administration, nursing assessment is required and is given at the nurse's discretion. If the nurse has concerns related to use or overuse, a phone call home and/or doctor's orders for continuation of this medication may be required. If you have questions regarding the specifics of this procedure, please call your school nurse.

### **PHYSICAL EXAMS:**

Physical examinations are required of each 5<sup>th</sup> grade student or upon entry to the district as set by the regulations of the Commonwealth of Massachusetts. Completed physical examination form should be given to the school nurse. In the event your child has a special medical concern it is important to your child's safety and wellbeing that you contact the School Nurse to share this information.

### **STATE MANDATED SCREENINGS:**

All health screenings conducted in school are required by Massachusetts State Law. Screenings are ongoing throughout the school year. If you do not wish your child to participate, you must write a letter to the school nurse declining your child's participation. This letter must be written each year and be specific to which screenings you do not wish your child to participate. \_

Scoliosis: Postural screening is conducted for all grades. Parents are notified of any concerns and referred for evaluation as necessary.

Vision: Vision screenings are conducted on students in Grades 5 and 7. Parents are notified of any concerns and referred for evaluation as necessary

Hearing: Hearing screenings are conducted on students in Grade 7. Parents are notified of any concerns and referred for evaluation as necessary

Body Mass Index: Growth screenings are conducted for students in Grade 7. Height and weight are measured and calculated into BMI or Body Mass Index. Guardians may request, in writing, results from the Health Office.

SBIRT Survey: (Screening, Brief Intervention, and Referral to Treatment) All 7<sup>th</sup> grade students will participate in the SBIRT survey. This is a brief confidential conversation that promotes prevention and identifies early risk for substance use disorders and is required by state mandate. As with other state mandates, you may opt your child out by sending in a letter to the Health Office.

### **INSURANCE:**

All children in Massachusetts are eligible for some type of health coverage. For more information, contact the *Health Care for All* helpline at 1-800-272-4232 or online at [www.hcfama.org](http://www.hcfama.org). Also, each year parents may purchase an

insurance policy on their children which covers accidental injury. The cost is very reasonable, and it is recommended that parents review the policy upon its offering.

### **LIFE THREATENING ALLERGIES & OTHER MEDICAL CONCERNS:**

Due to so many life-threatening allergies and other medical concerns in our schools and to assure that all staff and adults working with your child in school are aware of your child's medical diagnosis and are able to respond appropriately in case of emergency. Parents are required to supply the following:

- Notify the school of the child's known allergies or medical issues
- Notify the school in writing as soon as possible after a new diagnosis of an allergy or medical condition.
- Provide medical documentation from the child's health care provider
- A letter of disclosure signed by the parent for release of medical information about their children must be on file with the school
- Provide a list of items (such as but not limited to perfumes, gluten, and/or latex), foods and/or ingredients that would cause a life-threatening reaction.
- Provide an order for epinephrine by a licensed provider as well as other medication needed. Deliver medication(s) to the school nurse in original pharmacy-labeled container(s).
- Collaborate with the school nurse, and multidisciplinary school team to develop an Allergy Action Plan (AAP) and/or Individualized Health Care Plan (IHC).
- When possible, meet with your child's team to review your child's plan. Participate in training and education in the classroom.
- Educate your child in an age-appropriate self-management awareness of his/her allergy and/or medical condition, safe and unsafe actions, items, and/or food strategies for avoiding an allergen, symptoms of an allergic/medical reaction, how and when to tell an adult that a (medical or allergic) reaction is starting, and how to read food and other types of labels that may directly relate to your child's medical concern.
- Provide a photo of the child (when appropriate) and up to date Emergency Contact numbers.
- Provide the school with safe snacks to be used as necessary
- Accompany child on Field Trip, if possible

### **EMERGENCY MEDICATION AVAILABILITY:**

Please be aware that there may be times before and/or after regular school hours that areas of the buildings are locked; and emergency medications will not be accessible. Please be aware and plan accordingly to have an extra supply available so that your child will have access to his/her emergency medications on these off hours.

- Emergency medications such as EpiPens and inhalers will automatically be sent with the student on field trips.

### **PEANUT/NUT SAFE PRACTICES:**

The Attleboro Public Schools observe peanut/nut safe practices which requests peanut/nut products not be brought into academic areas. Strict avoidance of peanut/nut products is the only way to prevent a life-threatening allergic reaction. To reduce the risk of exposure, it is recommended that all academic areas be peanut/nut safe. Please do not send any peanut or nut containing products for your child to eat during snack in the classrooms.

Lunch is eaten in the cafeteria and your child is allowed to bring peanut butter, peanut, or nut products for lunch. The cafeteria has designated peanut-safe table(s) where any child without peanut/nut products may sit. We are asking for your assistance in providing every student with a safe learning environment.

### **FRAGRANCE FREE STATEMENT:**

Fragranced products can cause people with some chronic illnesses, such as asthma, allergies, sinus problems, rhinitis and migraine headaches, to suffer severe symptoms. In an effort to help maintain a healthy environment at school, it is respectfully requested that all students be as fragrance-free as possible. This can be accomplished by refraining from excess use of perfume, aftershave, scented lotions, sport creams and /or similar products.

### **CONFIDENTIALITY:**

The nurse may deem it necessary to inform school staff on a "need to know" basis, of a student's life-threatening condition. This may include (but is not limited to) the bus company and food service workers. If you do not wish the nurse to share medical concerns, as it relates to your child's safety in school, you must document this in writing and speak directly to the school nurse.

### **WEB INFORMATION:**

For more information, you may access our "Health Services" webpage through the Attleboro Public Schools District page at: [www.attleboroschools.com](http://www.attleboroschools.com). On the home page, click on "For Parents" then "Health Services".

## **IV. GENERAL POLICIES AND TERMS**

### **BICYCLES**

Students are allowed to bring bicycles to school. All students will comply with state law regarding bicycling. It is necessary for all students to wear a helmet. Upon entering school property, students will walk their bicycle to the racks provided and use an adequate locking mechanism to protect the bicycle from being stolen. They are the student's responsibility.

### **BOOKS AND SCHOOL-ISSUED MATERIAL**

Lost or damaged textbooks/library/resource books must be paid for in full. Book accounts not cleared will result in Administrative action. Books and other school-issued materials are checked prior to distribution and collection. Students are responsible for any damage done while in their possession.

### **CAFETERIA**

Our school cafeteria provides a good nutritious, and well-balanced breakfast and lunch. We do participate in the government sponsored Free and Reduced Breakfast/Lunch Program. Applications are available to all students in the school office through May of any school year.

The Prepay Lunch Program is available to parents who want to have money deposited in their child's My School Bucks account to expedite the purchasing of breakfast/lunch. Families can pay online with a credit card or send in a check or cash with their student. Prices for regular and reduced lunch are found on the APS website. According to School Committee policy, a regular meal will be provided to students who forget or lose their lunch money. If a student's lunch balance becomes negative, students will not be allowed to purchase a la carte items. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred.

If there is a financial hardship, please contact Patty Sylvester in the Business Office, [psylvester@attleboroschools.com](mailto:psylvester@attleboroschools.com).

In order to maintain a safe and orderly cafeteria, students are expected to follow all cafeteria procedures. Students are expected to leave the area around their table and chairs clean. All litter is to be disposed of in the appropriate containers. Students are expected to dispose of recyclable materials in the appropriate containers when made available. Student failure to act appropriately and follow cafeteria procedures will be subject to disciplinary action by the Administration.

### **CARE OF SCHOOL PROPERTY**

Students shall not deface school property. Anyone who destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, such as tampering with fire alarms, fire extinguishers, or any electrical system, will be referred to the police and/or fire department. The student will be responsible for paying for damages. In cases of arson, larceny, or safety of our students, a referral to the proper law enforcement agency shall be made. Restitution for property damaged is mandated.

### **CHROMEBOOKS: School Issued Devices**

The Attleboro Public Schools (APS) has embarked on a 1:1 Chromebook learning environment. The purpose of this initiative is to put technology into the hands of every student to enhance the learning environment. The Attleboro Public Schools leases the Chromebooks and retains ownership of each device. We will distribute a Chromebook to each student (Grades 2-12+) to use for educational purposes during the school year. If a student leaves the district, the device needs to be returned to the Office of Instructional Technology. With the privilege of being issued a Chromebook comes responsibilities for families and for the student.

Attleboro Public Schools students and families must understand that:

1. The Chromebooks are on loan to students and remain the property of APS.
2. All students using an APS Account on both personal and district-issued devices must comply with the Acceptable Use Policy and rules/procedures of each classroom.
3. All users are accountable to all school, district, local, state, and federal laws as they pertain to digital citizenship.
4. All district-issued devices are subject to content filtering, GPS tracking and monitoring (usage statistics, websites visited, application/extension use, hardware statistics, temperature & CPU usage and time online).
5. All files stored in the @attleborops.net accounts for any individual are subject to review and monitoring.
6. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.
7. It is the student's responsibility to arrive to school with the Chromebook fully charged.

### **Family Responsibilities**

APS is committed to equipping all families with the necessary tools and information to ensure the safe use of the Chromebook in the home. Both the school and families share the responsibility of educating students about Internet

safety and digital citizenship. Students are to be reminded that everything that they send out via message, email, or social media leaves a digital footprint. In fact, it is more like a digital tattoo - nearly impossible to remove. Our goal is to have students leave APS with a clean digital footprint. Therefore, nothing should be posted online about a student that would not meet the approval of parents/guardians, teachers, and administrators.

#### Care & Maintenance:

- To clean your Chromebook screen, use only wipes that are designed for computer screens.
- Never spray cleaners directly on your Chromebook.
- The trackpad will be damaged if not used properly, never use a pencil, eraser, or other object on the trackpad
- The Chromebook should be always kept in its case (if one has been provided).

#### School Gmail Accounts:

- All students have a Google account typically: firstlastname@atleborops.net
- Students in grades 1-12 have internal email accounts.
- Students in grades 8-12 have access to email outside of the district.
- Every email message is archived and is the property of the school.

#### Damaged, Lost or Stolen Equipment

##### **Repairs:**

Student Chromebooks are the property of APS and remain so throughout the duration of their use. The district will cover one accidental damage repair per year without charging the family for the damage. Manufacturer defects are covered under warranty at no charge. After that, families are responsible for any damages sustained to Chromebooks while assigned to students and will be charged for the cost of any necessary repairs. A loaner Chromebook will be issued while the student's Chromebook is being repaired. Please understand that failure to pay for damages will result in the bill becoming a financial obligation for the family that will follow the student throughout their career at APS. Having these obligations could prohibit the student from participating in many school events.

##### **Accidental Damage vs. Negligence:**

It is recognized that accidents do happen. There is a difference between accidents and negligence. After investigation by school administration, if the Chromebook is deemed to be intentionally damaged by the student, the student will be subject to discipline and assessed the cost of repair or replacement.

##### **Lost/Stolen Chromebook:**

Students or families must report lost or stolen Chromebooks to the school immediately. The circumstances of each situation will be investigated, and students/families may be billed for damaged or lost equipment. For stolen Chromebooks, a report should be filed with the police department. If there is no clear evidence of theft, the student and family will be responsible for the full cost of replacing the Chromebook.

##### **Loaner Chromebooks:**

We will have loaner Chromebooks available in the event that a device is out for repair or is lost/stolen. Students chronically unprepared (forgetting to bring and/or charge their school-issued Chromebook) will be limited in their access to loaner Chromebooks.

##### **Charging Cables**

Students are responsible for their own charging cables/power adapters. Students are encouraged to label their charging cable. Extra cables can be purchased through outside sources such as Amazon for approximately \$20. Please see our technology web page on the district page for more information ([Office of Information Technology - Attleboro Public Schools \(attleboroschools.com\)](#))

**Leaving the District:**

Chromebooks must be returned to APS when students unenroll from the district.

**ELECTRONIC DEVICE USE**

Students are not allowed to capture photos, voice recordings, or video images of any person(s) in the school building at any time. This includes cell phones, film and digital cameras, laptops, the video component of a video phone, photo or videorecorders, or through the use of any other technology used to capture photos or record video images. Exceptions can be made for students fulfilling the requirements of an activity assigned by a teacher.

**The secret use of sound or videotaping devices is illegal (MA General Law Chapter 272 section 99). Videotaping or sound recording a class or individual without the permission of everyone involved is a criminal offense with severe penalties. Students engaging in such activities will be subject to disciplinary action.**

**EVACUATION OF BUILDING**

Students will report to designated area where attendance will be taken. Students are to remain with their teacher until the recall is announced. In case it is determined that we need more time to search the building, school busses will be notified; and students will be relocated to another school for the day. The front door of the school will have the alternate site posted and the school phone number.

**EXTRACURRICULAR ACTIVITIES**

School rules and regulations apply to all school-sponsored activities. Student extracurricular activities including dances, socials, grade level events, and "class trips" (ski trip, etc.) are a privilege for students at the Middle School. Failure to meet the expectations stated in section II. Disciplinary Policies and Procedures of this Handbook, both while in school and in the community, may result in revocation of such privileges.

**GENDER IDENTITY****Transgender and Gender Nonconforming Students**

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), which became effective on July 1, 2012, defines "gender identity" to mean "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-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose."

Every student has the right to be addressed by a name and pronoun that corresponds to their gender identity. Attleboro Public Schools will respect student wishes to be referred by a name and pronoun based on an affirmed change in gender identity, regardless of the student's assigned sex at birth. A court-ordered name or gender change is not required, and the student need not change their official records. The responsibility for determining a student's gender identity rests with the student or, in the case of young students not yet able to advocate for themselves, with the parent/guardian. As such, any student or parent/guardian, as appropriate, may inform a school staff member of their desire to be consistently recognized at school using their stated gender identity.

## **HOMELESS STUDENTS**

To the extent practical and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible, including pre-school programs, Title I, similar state programs, special education, ELL programs, vocational and technical education programs, RTI programs and school nutrition programs.

McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Children and youths who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

The McKinney-Vento Homeless Education Assistance Act requires that schools 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, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues his or her education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;
4. If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;
5. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services; and
6. A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

The Superintendent shall designate at least one staff member in the district to serve as the Children and Youth in Transition Liaison, whose role will be to fulfill the duties set forth in state and federal law. The Assistant Superintendent will act as the Liaison for the Attleboro Public Schools.

The Attleboro Public Schools will utilize the procedures for Dispute Resolution as defined in the McKinney-Vento Homeless Education Act Section 722(g): 42 U.S.C. 11432(g). If there is an enrollment dispute, the student shall immediately enroll in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing, and the district's liaison will carry out dispute resolution as provided by state rule.

### **IDLING OF MOTOR VEHICLES**

For the safety of staff and students said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

### **INTERNET ACCEPTABLE USE POLICY**

When using personal devices on school grounds for educational purposes, only the Wi-Fi provided by the school may be accessed. Such access will be provided in accordance with the Children's Internet Protection Act (CIPA). The **Children's Internet Protection Act (CIPA)** requires that K12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content. All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege [(Policy IJNDB): See Appendix A].

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 acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

### **SECURITY AND DAMAGES**

The district's network filters will be applied to all connections to the Internet and attempts will not be made to bypass the filters. The district technology staff will advise on personal technological devices only for troubleshooting purposes regarding issues. Infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of this policy. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of this policy. The district has the right to collect and examine any device that is suspected of interfering with the network or is the source of an attack or virus infection.

While using a school computer the student will not:

- Willfully attempt to use or cause damage to the computer hardware or network
- Enter the computer network using someone else's login and password



- Use a removable media storage device from home without permission
- Install, delete, or change and files of programs in the computer or network
- Change or reconfigure any of the computer's preset settings or properties
- Save any unnecessary or frivolous files to the hard drives
- Use the computer for things other than educational purposes

In using the Internet, the student will not:

- Visit inappropriate web sites as defined by normal school standards
- Use e-mail, instant messengers, chat lines, chat rooms, blogs unless directed by a teacher
- Use abusive, foul, obscene, threatening, harassing, annoying, or libelous language
- Download any files or programs unless directed by a teacher
- Listen to music or watch videos unless directed by a teacher
- Divulge any personal information such as addresses and phone numbers

### **MASSACHUSETTS COMPUTER CRIME BILL**

"Under the provisions of the Massachusetts Computer Crime Bill, it is illegal to access any computer system or part of a computer system that you do not have permission to use. This is known as electronic trespass. It is also illegal to alter or destroy electronic data such as files and passwords. This applies to any computer whether it is connected to a network or not."

### **LOCKERS / PERSONAL PROPERTY**

Every student is provided with a space or locker for his/her belongings. The school cannot accept the responsibility for personal property on school premises. Such property is brought in at the student's own risk. It is the student's responsibility to keep lockers, desks or personal space clean. Only those materials necessary for schoolwork may be brought into the building.

- Students may not bring skateboards or inline skates to school. To ensure safety of students, violation of this policy may result in the item being confiscated.
- Cellular phones, electronic devices, and any item deemed inappropriate for the educational process are prohibited without teacher and/or Administrative discretion.
- Responsibility to keep personal technology secure rests with the individual owner. The district is NOT responsible for stolen or damaged personal technological devices. The district is NOT responsible for the maintenance or repair of any personal technology. The district is NOT responsible for any costs incurred due to use of personal technology.

### **LOST AND FOUND**

A lost and found area is designated in each school. The proper place to return an article, if you find it, is to the Principal's Office. Owners will appreciate your thoughtfulness. It is recommended that all students' items have their name on it.

### **PARENT INVOLVEMENT**

The goal of a viable school is active parent involvement. It is essential for parents to meet their child's teacher in order to support and provide assistance to their child. All schools will hold an Open House when you will be given the opportunity to meet your child's teachers. Your participation is a vital link in good communication and gives you the opportunity to better understand your child in his/her school environment. The Attleboro School Committee requires all volunteers to complete a CORI (Criminal Offender Record Information) application before volunteering at school. CORI

must be submitted every three (3) years. CORI forms are available in the main office at each school. The school involves parents in a number of ways as volunteers for specific projects. Some of these are to assist for Open House, field trips, PTO activities, curriculum nights, family nights, classroom tutoring, and orientation programs.

### **PERSONAL APPEARANCE/DRESS CODE**

The primary responsibility for a student's attire resides with the student and families/caregivers. The school district and individual schools are responsible for seeing that student attire does not cause disruption or disorder within the school, interfere with the health or safety of any student, or contribute to a hostile or intimidating atmosphere for any student. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Clothing must cover undergarments (waistbands and straps excluded). Clothing fabric must be opaque. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other classroom or activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Students may not wear:

- Clothing that contains violent language or images
- Clothing that contains images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Clothing that contains hate speech, profanity, pornography, or gang affiliation
- Clothing that contains images or language that create a hostile or intimidating environment based on any protected class.
- Hats, hoods, helmets or anything else that obscures the face or prevents identification of students in person or on security cameras (except as a religious observance)
- Bathing suits
- Shoes with wheels in the heel.
- Flip flops, slides, and open toed, backless sandals are all unsafe footwear at our elementary schools

Students who fail to meet these standards will be required to make appropriate changes. This list is not meant to be all-inclusive. Fads and styles change quickly and require the judgment of the school administration and staff in the areas of health, safety, and disruptions to the educational process.

### **PHYSICAL EDUCATION**

All students are expected to participate in physical education classes unless a note from a parent is received giving a valid reason for the short-term non-participation. A physician's note is required when a child is not to participate in gym describing the reason, length of time, and a follow-up note is expected to notify this school of return to normal participation. *During gym activities, sneakers with laces must be tied for safety.*

Where there are sex-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity. With respect to interscholastic athletics, the Massachusetts Interscholastic Athletic Association will rely on the gender determination made by the student's district; it will not make separate gender identity determinations.

### **PUBLICATION RELEASES**

Under Department of Education regulations (specifically 603 CMR 23.07(4)(a)), the school may release for publication certain "directory" information concerning your child without first obtaining your consent. The information, which may

be released for publication, may include "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". If you do not wish this information concerning your child to be released for publication without consent during the school year, please notify your child's Principal in writing.

## **SCHOOL COUNCIL**

The Council membership is comprised of a representative from the Administration, elected members from the parent organization, elected members of the teaching staff, and the invited business community members. The School Council meets regularly throughout the year to review the budget, support school achievement, enhance student activities and develop a School Improvement Plan, which will address budget, curriculum, assessment, community activities and student achievement. The School Council presents the completed School Improvement Plan to the Attleboro School Committee for approval.

## **STUDENT IDENTIFICATION (ID) CARDS**

School issued student identification (ID) cards are to be worn above the waist to school each day. Students without a visible ID will report to the main office for a temporary ID. The first time that the ID card is lost, the school will replace it free of charge. There will be a nominal fee for subsequent replacements.

## **STUDENT RECORDS**

**The Attleboro Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.**

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

***Inspection of Record*** - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

***Confidentiality of Record*** - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

**Amendment of Record** - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

**Directory Information** - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields 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, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

**Destruction of Records** - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

**Transfer of Records** - In accordance with 603 CMR 23.07(4)(g), it is the practice of the Attleboro 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 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.

**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.

**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.

**Complaints** - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (781) 338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. *Receive notice* and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Attleboro Public Schools will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded

in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **TRANSPORTATION**

To ensure the safety and welfare of everyone on the bus, video cameras may be used to monitor bus behavior. All students who ride the bus are expected to adhere to Student Transportation policies [(Policy EEA; EEAEC) See Appendix A].

## **VIDEO SURVEILLANCE**

Attleboro Public Schools uses surveillance cameras located inside and outside the building to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by district policy, this *Student Handbook*, and related laws. Students observed by video surveillance in acts which break school district policy, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures or disciplinary guidelines. Surveillance footage is for administrative use only and are generally not maintained as part of the student record.

## **Appendix A**

The following Attleboro School Committee district policies were used as guidelines in the development of this Handbook. A copy of the School Committee Policy Binder is available for review on the District website located at [http://www.attleboroschools.com/school\\_committee/attleboro\\_public\\_schools\\_policies/a\\_p\\_s\\_policies](http://www.attleboroschools.com/school_committee/attleboro_public_schools_policies/a_p_s_policies)

AC	Nondiscrimination	04/22/19
ACAB	Harassment	09/14/20
ACE	Nondiscrimination on the Basis of Disability	01/28/19
AD	School District Mission, Vision, and Beliefs	03/08/21
ADA	APS Strategic Plan and District Goals	03/08/21
ADC	Tobacco Products on School Premises Prohibited	10/19/20
EEA	School Committee Transportation Policy	06/22/20
EEAEC	Student Conduct on School Buses	10/19/20
EFD	Meal Charge Policy	03/08/21
IHAMA	Parent Notification Relative to Sex Education	06/22/20
IJND	Access to Digital Resources	11/16/20
IJNDB	Empowered Digital Use Policy	11/16/20
IJNDC	Internet Publications	11/16/20
IJNDD	Policy on Social Media	04/08/19
IKB	Homework Policy	03/08/21
JEB	Elementary Entrance Age	03/23/20
JF	Residency Policy	03/08/21
JH	Student Absences and Excuses	06/08/20
JICFA	Prohibition of Hazing	02/24/20
JICFB	Bullying Prevention	01/28/19
JICH	Alcohol, Tobacco, and Drug Use by Students	06/08/20
JKAA	Physical Restraint Policy and Procedures	01/11/21
JRA	Student Records	03/08/21
KBBA	Non-Custodial Parents' Rights	03/08/21
KE	Public Complaints	03/08/21
KI	Visitors to the Schools	03/08/21

File: AC: NONDISCRIMINATION

The Attleboro School Committee's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business. It is the policy of the Attleboro Public Schools to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived of race, color, sex, religion, national origin, sexual orientation, age, disability, gender identity or expression, homeless status, pregnancy and/or pregnancy related conditions.

The Attleboro Public Schools has the responsibility of serving every student with the goal for all students to attain excellence and reach their maximum potential. No person shall be excluded from or discriminated against in admission to a public school in the City of Attleboro or in obtaining the advantages, privileges, and access to courses of study on actual or perceived of race, color, sex, religion, national origin, sexual orientation, age, disability, gender identity or expression, homeless status, pregnancy and/or pregnancy related conditions.

It is committed to equal opportunity for all individuals in education within a safe school environment that allows all students equal access and opportunities to all of the District's programs and activities, including academic programs, educational supports, services, and enrichment activities.

It will be a violation of this policy for any student, district employee or third party based on a student's, employee's or third party's actual or perceived protected class status to: (1) harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written) or to (2) inflict, threaten to inflict or attempt to inflict violence; or to (3) discriminate against a student, District employee or third party.

This policy applies to all of the academic and nonacademic (for example, athletic and extracurricular) programs of the district and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students, employees or third parties to be free from a hostile school environment, taking into consideration the totality of the circumstances on and off campus.

The Attleboro School Committee will:

1. Establish and promote an environment within Attleboro Public Schools that considers and ensures the rights and responsibilities of all individuals as set forth in the Federal and State Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Support positive and equitable experiences within the Attleboro school community for children, youth, and adults, all of whom have differing personal and family characteristics with various socioeconomic, racial, and ethnic backgrounds.
3. Work toward a more inclusive society and enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use appropriate communication and other means to resolve and reduce the grievances of individuals and/or groups.
5. Consider decisions made within the school system in view of the potential benefits or adverse consequences that those decisions may have on individuals and/or groups.
6. Review policies and practices of the school system on an ongoing basis to ensure full implementation of the spirit and intent of this nondiscrimination policy.
7. The Boy Scouts of America Equal Access Act prohibits school districts from denying equal access or a fair opportunity to meet to, or discriminating against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.  
<https://www2.ed.gov/policy/rights/guid/ocr/boyscouts.html>

The Attleboro Public Schools will promptly investigate all incidents of harassment, violence or discrimination that are known or reasonably should be known by the Attleboro Public Schools, including any complaints or reports — whether formal or informal, verbal or written — based on a student's, district employee's or third parties' actual or perceived protected class status. The district will adhere to the Attleboro Public Schools Nondiscrimination/Anti-Harassment Procedures for filing a complaint for discrimination, harassment or violence on account of actual or perceived protected class status and will take appropriate action to respond to these incidents, which may include disciplinary action against any student or District employee who is found to have violated this policy. Appropriate administrative and staff follow-up will be provided for targets and offenders of harassment, violence and discrimination.



An employee who receives such a complaint, otherwise becomes aware, or personally observes possible harassment based on actual or perceived protected class status shall intervene when it is safe to do so and immediately report it to the district's discrimination/harassment complaint official or the principal of the relevant school site.

The district discrimination/harassment complaint officials for the Attleboro Public Schools are:

Section 504/ Americans with Disabilities Act (ADA)/Title IX/Title VI (for student complaints):

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1640  
Email: [lregan@attleboroschools.com](mailto:lregan@attleboroschools.com)

Titles VI, VII, IX, ADA, Section 504 (for employee or third-party complaints), Chapter 622 AND Age Discrimination Appeals Officer:

Julienne Singer, Human Resources Director  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1367  
Email: [jsinger@attleboroschools.com](mailto:jsinger@attleboroschools.com)

If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint shall be filed with one of alternate officials or any other school employee the student or employee chooses.

#### Legal References:

- Title VI, Civil rights Act of 1964
- Title VII, Civil rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
- Executive Order 11246, as amended by E.O. 11375
- Equal Pay Act, as amended by the Education Amendments of 1972
- Title IX, Education Amendments of 1972
- Rehabilitation Act of 1973
- Education for All Handicapped Children Act of 1975
- M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
- M.G.L. 76:5; Amended 1993
- M.G.L. 76:16
- Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78
- Board of Education 603 CMR 26.00
- Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78
- The American with Disabilities Act of 1990
- The Age Discrimination Act of 1975
- U.S. Code Title 36

#### DEFINITIONS:

##### TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Title VI prohibits discrimination based on race, color, and national origin.

## **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII prohibits employment discrimination based on race, color, religion, sex and national origin.

## **TITLE IX**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Students will also receive training for leadership roles as they work collaboratively with their peers, educators and parents in monitoring, evaluation and changing school policy and curriculum in keeping with the provisions of Chapter 622 and Title IX.

## **CHAPTER 622**

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantage, privileges, and courses of study of such public school on account of race, color, sex, religion, or national origin.

## **THE AMERICAN WITH DISABILITIES ACT OF 1990**

The ADA prohibits discrimination by any public entity against persons with disabilities. <http://www.jan.wvu.edu/links/adalinks.htm>

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 prohibits discrimination on the basis of disability. <http://www.ed.gov/offices/OCR/regs/34cfr104.html>

## **THE AGE DISCRIMINATION ACT OF 1975**

The Age Act prohibits discrimination on the basis of age. <http://www.ed.gov/offices/OCR/age.html>

File: ACAB: HARASSMENT

Harassment of students by other students, employees, vendors and other 3<sup>rd</sup> parties will not be tolerated in the Attleboro Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student- to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is

found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

### **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

### **DUE PROCESS PROTECTIONS**

Due process protections include the following:

1. A presumption of innocence throughout the grievance process, with the burden of proof on the school;
2. A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
3. The clear and convincing evidence or preponderance of the evidence, subject to limitations;
4. The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
5. Written notice of allegations and an equal opportunity to review the evidence;
6. Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest
7. Equal opportunity for parties to appeal, where schools offer appeals;
8. Upon filing a formal complaint, the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional, but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a

private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

### **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Attleboro School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

The Discrimination/Harassment Official and Title IX Officer for employees and third parties is: Julianne Singer, Director of Human Resources, 100 Rathbun Willard Drive, Attleboro, MA 02703 email: [jsinger@attleboroschools.com](mailto:jsinger@attleboroschools.com) 508-222-0012 extension 1367.

The Discrimination/Harassment Official and Title IX Officer for students is Laurie Regan, Assistant Superintendent, 100 Rathbun Willard Drive, Attleboro, MA 02703 email: [lregan@attleboroschools.com](mailto:lregan@attleboroschools.com) 508-222-0012 extension 1640

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

The Mass. Commission Against Discrimination,  
1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.

Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109.  
Phone: 617-289-0111.

The United States Equal Employment Opportunity Commission,  
John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

Source: MASC July 2020

### **Legal References:**

- M.G.L. 151B:3A
- Title IX of the Education Amendments of 1972
- BESE 603 CMR 26:00
- 34 CFR 106.44 (a), (a)-(b)
- 34 CFR 106.45 (a)-(b) (1)
- 34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

File: ACE: NONDISCRIMINATION ON THE BASIS OF DISABILITY:

Title II of the Americans With Disabilities Act of 1992 and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of a person's disability. The Attleboro Public Schools is committed to maintaining an educational environment and workplace where individuals are not discriminated against on the basis of their disability. The Attleboro Public Schools strives to create an environment where all students and staff feel welcome. To meet this end, the Attleboro Public Schools will not tolerate the denial of access to activities, programs, or services to individuals with disabilities (as defined in Section 504 of the Rehabilitation Act 29 U.S.C. §705(20)).

The Attleboro Public Schools does not discriminate against an individual with a disability with regards to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, or other conditions of employment.

The Attleboro Public Schools is committed to supporting students who qualify under Section 504 of the Rehabilitation Act and to ensuring that such students are not denied admission or access to the activities, programs and services offered by the Attleboro Public Schools because of their disability.

As well, the Attleboro Public Schools is committed to ensuring that students with disabilities are not treated differently because of their disability. The Superintendent of Schools for the Attleboro Public Schools shall take the necessary steps to inform parents/guardians and students of their rights under Section 504 of the Rehabilitation Act, including the right to receive reasonable accommodations if the student is found to be qualified under Section 504 of the Rehabilitation Act. Additionally, the Superintendent of Schools for the Attleboro Public Schools shall take the necessary steps to ensure parents/guardians and students are informed of their procedural rights under Section 504 of the Rehabilitation Act.

Reasonable Accommodations

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

A request for an accommodation should be made in writing to the Assistant Superintendent. Alternative means of filing a request will be made available if needed, such as large print or audiotope. Requests should include the name, address and telephone number of the individual request the accommodation, the location where the accommodation is required and why the accommodation is needed. For public meetings and hearings, the Assistant Superintendent should be notified at least seventy-two (72) hours in advance.

For students, the Assistant Superintendent will respond to such a request in accordance with the Attleboro Public Schools' Section 504 Policies and Procedures or Special Education Policies and Procedures. For all other individuals, the Assistant Superintendent will respond within two (2) school days of receipt of the request.

Communications

The Attleboro Public School District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with members of the public without disabilities.

To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aide or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services

"Auxiliary aids and services" includes:

1. Qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments
2. Qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments
3. Acquisition or modification of equipment or devices
4. Other similar services and actions

### Limits of Accommodations

The Attleboro Public School District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. A decision that a request would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the Superintendent after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

### Notice

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

### Website Accessibility

The Attleboro Public School District is committed to providing all users of their websites, including users with disabilities, with meaningful accessibility in this online environment. The Attleboro Public Schools follow standards that are generally based on the standards used by the federal government for technology accessibility for individuals with disabilities and web content accessibility guidelines developed by the World Wide Web Consortium (W3C). The Attleboro Public Schools' websites are regularly tested and reviewed by users to verify that the websites are compliant with applicable standards.

If an individual needs assistance in accessing materials, such a request should be made to the Assistant Superintendent.

### Compliance Coordinator

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

1. Discrimination against a qualified person with a disability solely on the basis of disability is unfair and unacceptable; and
2. To the extent possible, qualified individuals with a disability should be included within the school community. Accordingly, employees of the Attleboro Public School System will comply with the above requirements of the law and policy statements of this committee to ensure nondiscrimination on the basis of disability.

Source: MASC Revised: July 2016

### Legal References:

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

File: AD: SCHOOL DISTRICT MISSION, VISION AND BELIEFS

### **OUR MISSION**

The mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

### **OUR VISION**

The vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

The mission and vision of the Attleboro Public Schools are based on the following Essential Beliefs:

### **CONDITIONS FOR LEARNING**

Learning is a shared responsibility among students, schools, families, and the community. A safe, respectful, and supportive environment is necessary for both teaching and learning.

### **QUALITY LEARNING EXPERIENCES**

All students deserve challenging and engaging learning experiences that have real-life value.

All learners need varied and personalized learning experiences that will provide opportunities to develop and apply knowledge and skills.

### **SUCCESSFUL MINDSET**

Success for all students requires stretching beyond perceived limits through effort and perseverance. Progress and success are reliant upon continuous learning, reflection, and growth.

### **VALUE OF EDUCATION**

Learning empowers all of us to discover, think critically, and pursue our aspirations. Education prepares students for their responsible participation in a shared

File ADA: APS STRATEGIC PLAN AND DISTRICT GOALS

The Attleboro Public Schools will, at all times, maintain a district-wide strategic plan articulating the district's overarching goals developed for the purpose of advancing the APS mission and realizing the APS vision. The strategic plan will be periodically reviewed through a collaborative process incorporating the contributions of diverse stakeholders, including students, educators, staff members, administrators, parents, and community representatives. A proposed strategic plan will be presented to the School Committee for its consideration at least once every five academic years.

### **DISTRICT GOALS**

- APS will place students at the center of all educational decisions through guided planning to achieve personalized goals.
- APS will improve the quality of education for all students by providing learning experiences that are personalized, challenging, and have lifelong value.
- APS will cultivate and extend community partnerships to improve outcomes for students through outreach, collaboration, and reciprocal support.

On an annual basis, each school will work with its School Council to develop a School Improvement Plan reflective of and consistent with the District Goals.

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.



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

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

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

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

Source: MASC July 2016

Legal Reference:

- M.G.L. [7:37H](#); [270:6](#)

File EEA: SCHOOL COMMITTEE TRANSPORTATION POLICY

The safe and secure passage of students from home to school, and from school to home, is the School Committee's chief priority with regard to student transportation. In order to provide for such safety, and to ensure the efficient administration of the school district's transportation services, the school committee adopts Policy EEA.

The Superintendent or his/her designee, working with the bus contractor and other administrators as necessary, will be responsible for establishing bus schedules, routes, stops, and all other matters related to the administration of transportation services.

All Kindergarten and First Grade Students will be eligible for district-funded transportation.

All other Elementary students living at least 2.0 miles from their assigned schools will be eligible for district-funded transportation.

Elementary students living between 0.5 and 2.0 miles from their assigned school will be eligible for transportation under a fee-for-service condition and on a seat available basis.

Middle School students in Grades 5 & 6 living at least 2.0 miles from their assigned schools will be eligible for district-funded transportation.

All other Middle School students living at least 1.0 miles from their assigned school will be eligible for transportation under a fee-for-service condition and on a seat available basis.

High School students living at least 1.0 miles from their assigned school will be eligible for transportation under a fee-for-service condition and on a seat available basis.

#### Calculation of Route Distances

The distances contemplated by Policy EEA are pedestrian distances from the home address to the school address. The district will maintain a record of the distances for each address in their transportation routing system.

#### Length of Routes

All transportation routes to and from the Attleboro Public Schools will be scheduled for 45 minutes or less. The 45-minute window will run from the initial bus stop pick up to the arrival at the school, and from the departure from the school to the final bus stop drop-off, excluding unforeseen or extraordinary circumstances.

#### Waivers and Exemptions

Students eligible for free and reduced lunch shall be exempt from the fees imposed by Policy EEA. The Superintendent may grant other such waivers as required by the educational needs of individual students, and other applicable school committee policies.

Exceptions for safety purposes to walker designations (Grades 2-6) and transportation eligibility (Grades 7-12) may be made in consultation with the Transportation Office and the Attleboro Police Department. Changes to the list of addresses on the "Safety

Exemption" list kept by the Transportation Office must be approved by the School Committee. Walker Exceptions are entitled to Free transportation and Eligibility Exceptions are entitled to Fee-For-Service transportation.

#### Kindergarten Transportation

It is the policy of the Attleboro School Committee to provide district-funded transportation to all Kindergarten students attending the Attleboro Public Schools. It is the parent and/or guardian's responsibility to ensure their child is safe to and from the bus stop and while waiting for the bus. In the event a parent and/or guardian is not at the bus stop to receive their child at the designated times, the procedure to be followed is:

1. The parent and/or guardian must have an individual they deem responsible to accept the Kindergarten student at the designated bus stop.
2. If a parent, guardian, or responsible individual is not at the bus stop when the bus arrives in the afternoon, the Kindergarten student will be returned to their school and placed in the ABACUS program at the school, if the program is available. The parent and/or guardian will be billed for the time their child is being supervised by ABACUS or the Administration/ designated staff member at the ABACUS daily rate.
3. If there is no one at the school to receive the student, the Kindergarten student will then be taken to the Superintendent's Office.
4. If there is no one at the Superintendent's Office to receive the student, the Kindergarten student will then be taken to the Police Department.

#### Special Education Transportation

It is the policy of the Attleboro School Committee to provide district-funded transportation to special education students attending the Attleboro Public Schools who are authorized to ride special needs buses because of their Individualized Education Program (IEP).

The standard level of service for children who ride special needs buses is curb-to-curb service. This includes delivery to and from the home or caregiver side curb to the school loading zone. In cases where appropriate, it is the responsibility of the parent and/or guardian to ensure that the student is securely buckled in the seat/car seat prior to the vehicle door being shut.

If there is no one at the school to receive the student, the special education student will then be taken to the Superintendent's Office.

If there is no one at the Superintendent's Office to receive the student, the special education student will then be taken to the Police Department.

This Policy will be reviewed each April and amended if deemed necessary. This process will conform to the guidelines of Policy DBC-E: Budget Timeline to allow for accurate budget preparation.

#### Legal References:

- M.G.L. [40:5](#); [71:7A](#), [B](#) and [C](#); [71:37D](#); [71:48A](#); [71:68](#); [71:71A](#); [71B:4](#); [71B:5](#); [71B:8](#); [74:8A](#); [76:1](#); [76:12B](#)i; [76:14](#)

File: EEAEC: STUDENT CONDUCT ON SCHOOL BUSES

The Attleboro School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Source: MASC Policy

Cross References:

- EEAE-R1: Rules for Students Riding School Buses
- JICC: Student Conduct on School Buses

File: EFD Meal Charge Policy

The School Committee is committed to providing students with healthy, nutritious meals each day, so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this Policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this Policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Delinquent Accounts/Collections**

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent and/or his/her Designee shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This Policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

Source: MASC: July 2018

#### Legal References:

- M.G.L. 71:72
- USDA School Meal Program Guidelines May 2017

#### Cross Reference:

- JQ: Student Fees, Fines & Charges

### File IHAMB: PARENT NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with law, the Attleboro School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

During each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Assistant Superintendent or his/her Designee will determine the administrator(s) responsible for sending the notice(s). If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

Source: MASC October 2016

Legal Reference: M.G.L. [71:32A](#)

File: IJND: ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

### **Safety Procedures and Guidelines**

- o The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data. Internet safety measures shall be implemented that effectively address the following:
- o Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).
- o Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- o Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- o Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

### **Empowered Digital Use**

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

### **Employee Use**

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

### **Community Use**

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to and must accept the district's Access to Digital Resources Policy before accessing the district network.

### **Disregard of Rules and Responsibility for Damages**

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

Source: MASC August 2015

Legal Reference:

- 47 USC § 254

**Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each School/District to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the Federal Government.**

File; IJNDB: EMPOWERED DIGITAL USE POLICY:

## GUIDELINES FOR INTERNET USE

The Attleboro Public School District offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and district employees with access to unique resources and an opportunity for collaborative work. All uses of the District's Internet access (like all other uses of the APS' computer facilities) must be in support of and consistent with our educational objectives. All students, district employees, volunteers, or any other individual accessing the District's computer network (hereinafter collectively referred to as "users") are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with the appropriate district administrator. Adherence to the Guidelines is a condition for a user's privilege of Internet access.

### (1) The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure use of this valuable resource in a safe and appropriate manner.

### (2) Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

### (3) Student Access

- a. Internet access is provided through the District:
- b. Internet. All students will have access to the Internet with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet, however, he or she must be familiar with these Guidelines.
- c. Individual e-mail accounts: Individual e-mail accounts may be provided by the District to students to support classroom work. All email will be monitored by the district and classroom teachers for compliance with this policy (See Section 5). Students can only link their student profile picture to their Attleboro student account/network account. No other photograph will be authorized.

### (4) Internet Access Is a Privilege

Internet access through the District is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the District network access will also be subject to disciplinary action, in conformity with the disciplinary policies of the individual schools in the district. A teacher's access may also be cancelled by their supervisor if this privilege is abused. Inappropriate conduct on the District Internet access will also be subject to disciplinary action.

### (5) Administrators' Access to Files

Electronic mail transmission and other use of electronic resources by users shall not be considered confidential. Without limitation, all e-mail files and other Internet files and records may be monitored, accessed and examined at any time by designated staff to ensure appropriate use for instructional, educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Users should not assume that uses of the District Internet access or email will be private.

(6) Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to contact students for inappropriate purposes or under false pretenses. The District cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met online without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate. Students will not give their password to anyone; and will logoff of their APS account and/or network account when work is completed.

(7) System Security and Resource Limits

Users are expected to follow procedures and guidelines that are issued in order to ensure the security of the District computer network and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

(8) Network Etiquette

Users are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

(9) Unacceptable Uses

The following uses of the District Internet access and email accounts are unacceptable:

- a. Posting or emailing private or personal information about another person.
- b. Attempting to log in through another person's e-mail account, system account, or to access another person's files.
- c. Accessing or transmitting obscene or pornographic material.
- d. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
- e. Engaging in harassment or bullying. The District harassment and bullying prevention policies which are in the individual schools' handbooks are applicable to Internet conduct.
- f. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
- g. Plagiarism. "Plagiarism" means the taking material of created by others and presenting it as if it were one's own. The policy on plagiarism/cheating, which is included in the individual schools' student handbooks, is applicable to users of the District Internet access.
- h. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
- i. Participating in commercial activities that are not directly related to the educational purposes of the District.

(10) Disclaimer of Liability

The District disclaims all liability for the content of material that a user may access on the Internet, for any damages suffered in the course of or as a result of the user's Internet use, and for any other consequences of a user's Internet use. The District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

(11) Changes in the Guidelines

The District reserves the right to change these Guidelines at any time.

(12) Inclusion Statement

May it be stated that the above guidelines apply to *all individuals* accessing the computer network. In addition to students, these users include, without limitation, all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

(13) Mobile Devices

Any cellular telephone, tablet computer, personal computer, or internet enabled device that has access to the school network through a wired or wireless internet connection is subject to this acceptable use policy. Devices owned by the District are subject to additional rules and regulations at the discretion of the District administration.

All Internet access, whether on a school owned device or a personal device is monitored and recorded for compliance with this document and all applicable laws.

(14) Electronic Media

Users may participate in online activities such as web page design, email, blogging, podcasting, video production, and social media. These activities are to be used only for educational purposes and in accordance with District and individual school policies on online and print publishing.

Legal Reference:

- CIPA: Children's Internet Protection Act

Reference:

- Mendon-Upton Regional School District Policy Manual

Cross References:

- APS ACAB: Sexual and Gender-based Harassment
- APS IJND: Access to Digital Resources
- APS IJNDB-E1: Empowered Digital Use Student Form
- APS IJNDB-E2: Empowered Digital Use Staff Form
- APS IJNDD: Policy on Social Media
- APS JICFB: Bullying Prevention

File: IJNDC: INTERNET PUBLICATIONS

**PURPOSE:**

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

**SUPERVISION AND APPROVAL OF WEB PAGES:**

The Superintendent and/or his/her designee may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g., voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.



## CONTENT STANDARDS:

All web page materials are expected to be accurate, grammatically correct, and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

## SAFETY PRECAUTIONS:

- A. In General: Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.
- B. Student Photographs:
  - Student photographs may be published only with the written consent of the student's parent or guardian.
  - Student photographs will not be accompanied by identifying information about the student(s).
- C. Student work: Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.
- D. Staff Photographs, Identifying Information, and Work:
  - o Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
  - o Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

Source: MASC

File: IJNDD: POLICY ON SOCIAL MEDIA

It is the policy of the Attleboro Public School (APS) to maintain the professionalism and appropriateness of electronic and/or online communications among students and teachers, staff, and coaches at all times. The Superintendent and all principals will annually review with employee members and orient new employees concerning the importance of maintaining proper decorum in the online digital world. APS Employees must conduct themselves in ways that do not distract from or disrupt the educational process and that uphold the professional standards of conduct, values, and policies of APS. The orientation and annual review will give special emphasis to:

1. Improper fraternization with students using social media platforms, phone, texting or other electronic means
  - a. APS employees may not friend or follow current students on social media. APS Employees should not engage in direct private communication with students. It is important that teachers, staff and coaches are always able to retain the authority and ability to maintain discipline, encourage appropriate behaviors, and remain truly objective with his or her students.
  - b. The school district expects APS Employees to keep the line between their professional life and their personal life clearly drawn at all times. What is required is some forethought before using social networking for both your professional and personal lives to be sure that these lines never become blurred. For example, if an educator wishes to establish a social media account through which he or she will communicate with students, he or she should establish a personal social media identity or personal e-mail account and an educational social media account or educational e-mail account; the latter, not the former, should be used to communicate with students and/or parents and guardians on matters directly related to education. The "friends" associated with such educational social media accounts should only be members of the educational community, such as administrators, teachers, students and parents of such students. It is expected that APS Employees will reject friend requests from individuals on their personal educational accounts who do not fit into any of these categories. In fact, the district suggests that it is safest and most prudent for teachers, staff and coaches, as a matter of personal policy to not communicate with existing students through non- district social media and e-mail accounts.
  - c. As a recommended practice, APS Employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites

can change their current default privacy settings and other functions. As a result, employees are responsible for understanding the rules of the social media site being utilized. APS Employees will be held responsible if any information they intended to be "private" becomes "public" due to their own lack of knowledge of the features of the social network they have decided to use or their failure to properly use such features. You must also know that any information you share privately with a recipient could be redistributed by such recipient without your knowledge or consent. In essence, nothing you post online is ever truly "private."

- d. **APS Employees are required to communicate with students and parents on educational matters only through school-based resources or means that adhere to this policy. Use of one's personal e-mail account or social networking account to discuss school business with students and parents compromises the APS Employee's as well as the school district's ability to retain public records in accordance with the requirements of the Commonwealth's public records laws.** The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. The law applies whether or not the record is in the form of a paper document or an electronic communication. When the APS Employee communicates through school-based resources, such as APS Employee's e-mail or school sponsored web pages, such records are retained and archived through the school's IT department. It should be noted that, just because a teacher uses his/her personal e-mail as opposed to a school e-mail account, this does not shield such e-mail from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic e-mail archiving system. We again remind APS Employee that information sent or received by them, even through personal e-mail or social network accounts that are related to their capacity as a school employee, are still subject to public records retention, exemption and disclosure requirements. When APS Employee members communicate through social networking sites, such information is not retained. The responsibility falls on the employee to comply with public records laws when using personal e-mail or social media accounts to communicate with students and/or parents and guardians.
  - e. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach, educator or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
  - f. All contact and messages by coaches and faculty advisors with team members shall be sent to **all team members or to team captains**, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director, school principal or appropriate administrator. Contact should **never** be to an individual student only.
  - g. APS employees will not give out their private phone numbers for voice or text communications. Appropriate texting should be conducted over messaging apps
  - h. No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend; you are a student's teacher and you should always conduct yourself in accordance with this understanding. Moreover, all APS Employee are expressly prohibited from any online communication with students and/or their guardians of content generally considered to be unacceptable for children as determined by the administration.
  - i. At all times, and in the use of any form of communications, APS Employee members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the "wall," the "information" section, or through any part of that Facebook account that would be accessible to other teacher's Facebook "friends" associated with that account. If a teacher wishes to communicate privately with a student, parent or guardian through the educational Facebook account, such communication shall be conveyed only through the private e-mail/message feature of Facebook, so that only the student may view the message and respond to it.
2. Inappropriateness of posting items with sexual content
  3. Inappropriateness of posting items promoting or advocating the abuse of drugs, alcohol, tobacco or any unhealthy behavior
  4. Inappropriateness of posting content that promotes violence

5. Inappropriateness of posting content that includes or promotes discrimination and/or hateful words and concepts
6. Monitoring and penalties for improper use of district technology
7. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct
8. **If an employee identifies themselves as an Attleboro Public School Employee, whether directly or indirectly, they are representing APS.** If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you “speak for the school district.” Therefore, all of your online communications, when you are actually acting on behalf of the district or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district. In the use of your social media account or other social networking sites, you may not without express permission from the Superintendent of Schools, use the school's logo, likeness, or any school photographs or other property that belongs to the school. Further you may not post any photograph of a minor without express written consent of that minor's parent or guardian. Any restrictions placed on the use of the school's logo or likeness will be imposed consistent with an employee's right to engage in concerted, protected activity.
9. **Employees must refrain from interacting in a professional capacity on non-district social media unless authorized by the Superintendent.** APS recognizes the proliferation and, in some instances, usefulness of online conversations between teachers, staff, coaches and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our employees should always be mindful of how they present themselves to the world, online and otherwise

This policy is not intended to infringe upon employee's rights to speak publicly on matters of public concern or to engage in concerted protected activities with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place, and manner restrictions and does not interfere with the performance of their duties. However, when APS Employees speak via social networking sites or tools on matters concerning work, you are speaking as an employee and not as a citizen and restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

The District has multiple policies regarding student and employees conduct which overlap with this Policy. It recognizes that the use of electronic communication in an educational setting presents new challenges to appropriate student and employees conduct. However, behavioral expectations will not be diminished in these settings and appropriate professional boundaries shall be maintained at all times and through all means of communications.

The Superintendent and/or his/her designees will periodically conduct internet searches to see if APS Employees have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school principals and Superintendent will promptly bring that inappropriate use to the attention of the APS Employee member and may consider and apply disciplinary action up to and including termination. Any such discipline will be conducted in accordance with collective bargaining agreements and state and federal law.

#### File IKB: HOMEWORK POLICY

The Attleboro Public Schools believe that homework is an important and useful component to ensure student learning. Purposeful homework extends and adds value to school-based learning. In addition to supporting classroom instruction, homework promotes student independence and helps develop effective study habits in setting priorities, managing time, and meeting short and long-term goals.

The purpose of homework is to:

- Build independence and responsibility
- Develop lifelong learning skills

Homework should complement, supplement and reinforce classroom instruction.

Areas for appropriate homework focus may include, but are not limited to:

- Skill and work habit development
- Remediation
- Skill reinforcement
- Enrichment
- Research
- Make-up work

Homework should be given in consideration of the needs of the individual students. This is separate from class assignments deemed appropriate for the enhancement of the learning process for all students in the class.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This is established through assignments which should encourage students to investigate, work independently, and/or work with others.

#### The Student's Role

- Take responsibility for his or her individual learning
- Complete and submit assignments on time
- Plan the completion of tasks for long-term projects

#### The Teacher's Role

- Give clear information as to the purpose of the homework assignment(s) and outcomes
- Choose or design assignments which closely align to student needs, course objectives, and the state standards
- Provide timely and appropriate feedback to the student.

#### \*The Parent's Role

- Create an environment that promotes good study habits
- Provide encouragement and support to complete homework.

*\*Parents are encouraged to speak to their child's teacher if homework is taking an inordinate amount of time or if s/he needs to do more than oversee their child's homework*

File: JEB: ELEMENTARY ENTRANCE AGE

The Attleboro School Committee establishes the following policy on age to permit children to enter kindergarten and first grade at the most appropriate time.

Admission into school involves consideration of both chronological age and readiness to approach the challenge of a school program. The School Committee has established the following chronological minimum age requirement for entry.

Children who will be five (5) years of age on or before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten.

Children who will be six (6) years of age on or before September 1 of the school year are eligible for initial entry in grade one.

Exceptions to this policy may be considered only in the following cases:

1. The student has successfully completed kindergarten in a public or other accredited/certified school system *and* who shall be six (6) years of age on or before October 1.
2. A student transferring into the Attleboro Schools from another public or other accredited/certified school system, currently attending first grade, who shall be six (6) years of age on or before October 1.

3. A student who turns five (5) years of age on September 2<sup>nd</sup> through September 30<sup>th</sup> may apply to the superintendent for admission to Kindergarten, provided that the application for admission is received by the superintendent by May 1<sup>st</sup> of the previous school year. The superintendent's decision, which shall not be subject to appeal to the School Committee, will be based on the following criteria:
  - a. A determination by the APS central administration of academic, social, and emotional readiness for Kindergarten.
  - b. Previous schooling in an accredited educational program.
  - c. The capacity of the receiving school to enroll additional Kindergarten students.
  - d. The age of the student.

No student enrolled under Exception # 3 of this policy in a school other than a school whose district encompasses the student's residence shall be entitled to district-funded transportation.

Source: MASC October 2016

Legal References:

- M.G.L. 15:1G, Board of Education Regulation for Entrance to First Grade and Kindergarten, adopted September 1, 1972.
- 603 CMR 8.00

File JF: RESIDENCY POLICY

The Attleboro School Committee has adopted the following policy regarding the residency and enrollment of students. This policy has been adopted to ensure that only families who actually reside in the City of Attleboro have full access to a comprehensive education. Therefore, the Attleboro Public Schools has established specific requirements for proof of residency.

Pursuant to M.G.L. c. 76 §5, all children of school age who reside in the City of Attleboro are entitled to attend the Attleboro Public Schools. When a student enrolls in the Attleboro Public Schools, the parent/guardian must provide documentation to the administration that establishes the residency of the student and/or parent. The Attleboro Public Schools may conduct an investigation into the residency of any student, either upon enrollment or thereafter, if any questions arise about the student's residency.

In order to attend Attleboro Public Schools, a student must actually reside in the City of Attleboro. The only exceptions are listed below. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A person's "residence" is the place where the person dwells currently, with an intention to remain, and is in the town that is the core of his/her domestic, social, and civil life. In determining residency, Attleboro Public Schools retains the right to require verifiable documentation and to investigate where a student actually resides. (Legal Reference: M.G.L. Chapter 76, Section 5).

The principal at each school will verify the telephone number and home address of all students at least annually. Verification of residency, including updated documentation, will be required when students enter the School District, and move from Grade 4 to Grade 5, and from Grade 8 to Grade 9. If there is any change in residency status, the parent(s)/guardian(s) will be required to notify the building principal in the school where their child is enrolled within five (5) business days of the change of address. The Attleboro Public Schools reserves the right to request additional documents and/or to conduct an investigation; therefore, the district may enlist the services of a Residency Officer/Investigator to verify a family's residency. If a determination is made that the student does not actually reside in the City of Attleboro, the student's enrollment will be terminated immediately (Legal Reference: M.G.L. Chapter 76, Section 5). A parent, legal guardian, or student who has reached the age of majority (18), may appeal this determination of ineligibility for enrollment to the Superintendent of Schools, whose decision shall be final.

**Pursuant to M.G.L. c. 71 §37L, the parent/guardian or the student him/herself are required to bring a copy of the student's complete school record from previous school districts. The administration will assist the parent/guardian or the student in obtaining a complete school record.**

Age of Admittance:

In an effort to provide reasonable consistency of maturity levels among student in the Attleboro High School program, no student shall be permitted to attend the regular high school program after age 19. Students who turn 19 years old by September 30 of the year for which placement is being requested must be on track to graduate that year. Such students shall be afforded an opportunity to pursue a

high school diploma through the Attleboro Community Academy. This provision shall not be applied to students eligible for special education services and/or served by the District's Special Education Programs for students with disabilities.

Exceptions:

The Residency Requirements shall be waived under the following conditions:

- Students who fall under the McKinney-Vento Homeless Assistance Act. A homeless student temporarily residing in Attleboro may be immediately enrolled, even without records typically required for enrollment.
- Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of the City of Attleboro and the student resides with the parent who resides in the City of Attleboro. Investigation of residency in these circumstances may include consideration of the number of nights the student spends in Attleboro, analysis of where the student resides pursuant to any custody arrangement, and the center of the student's domestic, social, and civic life.
- Students who move to another town or district on June 1<sup>st</sup> of any given school year or thereafter, shall be allowed to complete the school year with the prior approval of the building principal and Superintendent. The parents will be responsible for providing transportation to and from school.
- Students qualifying for admission under School Committee Policy JFA

File: JH: STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

**Student Absence Notification Program**

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

**Dropout Prevention**

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and

the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs a

Source: MASC February 2019

Legal References:

- M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

References:

- Attleboro Public School Handbooks

Cross Reference:

- Policy Exhibit: JH-E1: Attendance Notifications Throughout APS

File: JICFA: PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Principal, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

Source: MASC February 2019

Legal References:

- M.G.L. [269:17](#), [18](#), [19](#)

Cross References:

- Policy JJA: Student Organizations
- Policy JICFB: Anti-Bullying

File: JICFB: BULLYING PREVENTION

The Attleboro 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 within the school community.

"Bullying" is the repeated use by one or more students or by a member of school staff (as later defined) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target/victim that:

- causes physical or emotional harm to the target/victim or damage to the target's/victim's property;
- places the target in reasonable fear of harm to himself/herself, or of damage to his/her property;
- creates a hostile environment at school for the target/victim;
- infringes on the rights of the target/victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

Definitions at the end of this policy are provided to give clarity in regard to terminology used throughout this policy.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying shall be prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at a school-sponsored or school-related activity, function or program whether on or off school grounds;
- at a school bus stop;
- on a school bus or other vehicles owned, leased or used by the Attleboro school district; or,
- through the use of technology or an electronic device owned, leased or used by the Attleboro public schools.

Bullying and cyberbullying are prohibited 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 the Attleboro School district if the bullying:

- creates a hostile environment at school for the target;
- infringes on the rights of the target/victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development, monitoring and updating of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and



guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### Reporting

Students, who believe that they are a target/victim of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff or administration. The target/victim shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### Investigation Procedures

The Principal or their designee, upon receipt of a report, shall promptly contact the parents or guardians of a student who has been the alleged target/victim or alleged aggressor/perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or his/her designee shall promptly investigate the report of bullying. Using a Bullying/Cyberbullying Report Form) which may include interviewing the alleged target/victim, alleged aggressor/perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's/victim's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to the extent feasible to and consistent with Federal and State law to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or his/her designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor/perpetrator, consult with the school's Resource Officer to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

In accordance with 603 CMR 49.00, the parents or guardians shall be contacted and provided written notice upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this Policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary procedures as prescribed in the student handbook.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or his/her designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

### Target Assistance

The Attleboro Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets/victims and aggressors/perpetrators, affected by bullying, as necessary.

### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms, by way of the student handbook.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Attleboro Public Schools website.

### Definitions

**“Hostile environment”** - a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

**“Aggressor/Perpetrator”** –bullying or retaliation student or staff member as defined below.

**“School grounds”** - property on which a school building or facility is located or property that is owned, leased or used by the Attleboro Public Schools for a school-sponsored activity, function, program, instruction or training.

**“Target/Victim”** - a student against whom bullying or retaliation has been perpetrated.

**“School staff”** - not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, and paraprofessional.

**“Retaliation”** - any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation or for taking action consistent with this policy.

Nothing in this policy shall be construed to abridge the rights of students that are protected by the First Amendment to the Constitution of the United States or by Article XVI, as amended, of the Constitution of the Commonwealth.

Nothing in this policy shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action. Nothing in this section shall alter the obligations of the Attleboro Public Schools to

remediate any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law. If an individual has a complaint of discrimination or harassment based on a person's membership in a legally protected category, he or she may file a complaint under the District's Non-Discrimination and Harassment Policies/Procedures.

Source: MASC: August 2013

Legal References:

- Title VII, Section 703, Civil Rights Act of 1964 as amended
- Federal Regulation 74676 issued by EEO Commission
- Title IX of the Education Amendments of 1972
- Board of Education 603 CMR 26.00
- M.G.L. 71:37O; 265:43; 43A; 268:13B; 269:14A

References:

- Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

Cross References:

- Policy AC: Nondiscrimination
- Policy ACAB: Sexual Harassment
- Policy JICFA: Prohibition of Hazing

File: JICH ALCOHOL TOBACCO AND DRUG USE BY STUDENTS

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

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

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9. Parents/guardians shall be notified prior to the opening of school each year.
- Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

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

Source: MASC February 2019

Legal References: M.G.L.71:2A; 71:96; 71:97; [272:40A](#)

Cross References:

- ADC Tobacco Products on School Premises Prohibited
- [GBEC](#), Drug Free Workplace Policy
- GBED Tobacco Use on School Property by Staff Prohibited
- IHAMB, Teaching About Drugs, Alcohol, and Tobacco

#### File JKAA: PHYSICAL RESTRAINT POLICY AND PROCEDURES

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. Physical restraint shall only be used when needed to protect a student and/or a member of the Attleboro school community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

This policy shall be reviewed annually and provided to Attleboro Public Schools staff and made available to the Parents of enrolled students. Nothing in this policy precludes any teacher, employee, or agent of the Attleboro Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

#### **Methods for Engaging Parents**

Any parent with concerns about the use of physical restraint at any school within Attleboro Public Schools may request a meeting with the building Principal or the Superintendent to discuss such concerns. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may also make use of the Grievance Procedure below.

#### **Alternatives, Methods, and Follow-up to Physical Restraint**

##### Alternatives:

Physical restraint shall not be used unless the following, less intrusive behavior interventions and supports have been unsuccessful or deemed inappropriate by school staff:

- Positive behavioral interventions
- Verbal redirection
- Verbal directive to cease behavior
- Opportunity for a break
- De-escalation techniques
- Loss of earned tokens/rewards/privileges
- Opportunity for time-out
- Physical escort to a separate space for time-out

##### Methods of Physical Restraint:

Physical restraint shall not be used as a means of discipline or punishment; if the student cannot be safely restrained due to medical contraindications which have been documented by a licensed physician and provided to the District; as a response to property destruction, disruption, refusal to comply with rules or staff directives, or verbal threats when those actions do not constitute a threat of assault or imminent, serious, physical harm. Physical restraint shall not be used as a standard response for any individual student. Physical restraint is an emergency procedure of last resort.

Physical restraint shall only be administered by trained personnel, using only the amount of force necessary to protect the student or other member(s) of the school community from assault or imminent, serious, physical harm. The staff member(s) administering physical restraint shall use the safest method available and appropriate to the situation. Staff shall continuously monitor the physical status of the student during restraint, and the student shall be immediately released from the physical restraint if the student expresses or demonstrates significant physical distress.

All physical restraints must terminate as soon as the student is no longer an immediate danger, or if the student indicates that he/she cannot breathe, or if the student is observed to be in severe distress. If any physical restraint approaches twenty (20) minutes, staff will obtain the approval of the building Principal to continue the restraint based upon the student's continued agitation. All physical restraints shall be administered in compliance with 603 CMR 46.00.

### Follow-Up Procedures

After a student is released from a physical restraint, staff shall implement follow-up procedures, including:

- a. Reviewing the incident with the student to address the behavior that precipitated the physical restraint;
- b. Reviewing the incident with the staff member(s) who administered the physical restraint to ensure proper restraint procedures were followed; and
- c. Consideration of whether any follow-up is appropriate for students who witnessed the physical restraint, if any.

### **Prohibited Forms of Restraint**

Medication restraint, mechanical restraint, and seclusion restraint, as defined in 603 CMR 46.02, are prohibited in the Attleboro Public Schools.

- a. Any form of physical restraint used in a manner inconsistent with 603 CMR 46.00 is prohibited in the Attleboro Public Schools.
- b. Prone restraint, as defined in 603 CMR 46.02, shall only be permitted under the following, limited circumstances:
  - i. The student has a documented history of serious self-injury and/or injuries to other students or staff;
  - ii. All other forms of physical restraint have failed to ensure the safety of the student and/or the safety of others.
  - iii. There are no medical contraindications documented by a licensed physician;
  - iv. There are no psychological or behavioral contraindications documented by a licensed mental health professional;
  - v. The student's Parent has provided voluntary, informed, written consent to the use of prone restraint; and
  - vi. The building Principal, or designee, has provided written approval.

Attleboro Public Schools will not use prone restraint unless the above circumstances have been documented in advance.

### **Staff Training**

#### Training for All Staff:

All staff/faculty will receive training regarding the District's physical restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment. Required training for ALL staff will include review of the following:

- a. Attleboro Public Schools Physical Restraint Policy
- b. School building-level physical restraint procedures, including the use of time-out as a behavior support strategy;
- c. The role of the student, family, and staff in preventing physical restraint;
- d. Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors and alternatives to restraint;
- e. When in an emergency, the types of permitted physical restraints and related safety consideration, including information regarding the increased risk of injury to a student when any restraint is used;
- f. Identification of Attleboro Public Schools' staff who have received in-depth training in the use of physical restraint.

#### In-Depth Training

At the beginning of the school year, the building Principal will identify those designated staff who will participate in in-depth training and who will then be authorized to serve school-wide resources to assist in ensuring proper administration of physical restraint. Designated staff members shall participate in approximately sixteen (16) hours of in-depth training in the use of physical restraint, with at least one refresher training annually. In-depth training will include:

- a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint;
- b. A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

- d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
- e. Demonstration by participants of proficiency in administering physical restraint; and
- f. Instruction regarding the impact of physical restraint on the student and family, including but not limited to psychological, physiological, and social-emotional effects.

## **Physical Restraint Reporting, Review of Physical Restraints, Use of Time-Out, and Grievance Procedures**

### Physical Restraint Reporting

- 1. Report to Building Principal:
  - a. Staff shall verbally inform the Principal of any physical restraint as soon as possible, and by written report within one (1) school day.
  - b. The Principal or designee shall maintain an ongoing record of all reported instances of physical restraint.
- 2. Report to Parent(s) of Physically Restrained Student:
  - a. The Principal or designee shall make reasonable efforts to verbally inform the student's Parent of the physical restraint within twenty-four (24) hours.
  - b. The Principal or designee shall provide the Parent a written report of the physical restraint within three (3) school days. This written report may be provided via email, if the Parent has provided the District with an email address. The Parent and/or student may respond to the Principal or designee to comment on the use of the physical restraint and the information in the written report. The Parent and/or student may also pursue the Grievance Procedure.
- 3. Report to Department of Elementary and Secondary Education (DESE):
  - a. Attleboro Public Schools shall report physical restraint data annually to DESE, in the manner directed by DESE including injury to the student or any school community member.
  - b. Whenever a physical restraint results in injury to the student or any school community member, the District will maintain a copy of the written report and the ongoing physical restraint log from the past thirty (30) days to provide to DESE if requested.

### Review of Physical Restraints

- a. School Principal or designee will conduct a weekly review of physical restraint data to identify individual students who have been restrained multiple times during the week, and if any such student(s) is identified, to convene a review team to assess the student's needs.
- b. School Principal or designee will conduct a monthly, administrative review of school-wide physical restraint data.

### Use of Time-Out

Building Principals will establish a procedure that shall include the process by which staff will obtain the Principal or designee's approval for any time-out lasting longer than thirty (30) minutes. Such approval shall be based on the student's continuing agitation.

### Grievance Procedures

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure.

- a. The complaint must be submitted in writing or on audiotape to the **Office of the Superintendent** within 10 days of receiving the report.
- b. The **Superintendent or designee** will meet with the complainant within ten (10) school days of receipt of the complaint.
- c. A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the **Office of the Superintendent** and the Department of Elementary and Secondary Education.
- d. A written report will be developed by the **Superintendent or designee** and provided to the complainant.

Source: MASC August 2015

Legal References:

- MGL 71:37G
- 603 CMR 46.00

File: JRA: STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirement; and shall obtain a copy of the state student records regulations. The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Source: MASC

Legal References:

- Family Educational Rights and Privacy Act of 1974,
- P.L. 93-380, Amended
- P.L. 103-382, 1994
- M.G.L. [66:10 71:34A](#), [B](#), [D](#), [E](#), [H](#)
- 603 CMR: [23.00](#)

Cross Reference:

- Policy KDB: Public's Right to Know

File: KBBA: NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The Attleboro Public School District will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by law, a non-custodial parent may have access to the student record in accordance with the following provisions.

- a. A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

- b. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.
- c. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- d. Upon receipt of the request the school must immediately notify the custodial parent by certified and first-class-mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.
- e. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- f. Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Source: MASC October 2016

Legal References:

- M.G.L. [71:34D](#); 71:34H
- 603 CMR [23.07](#) Access Procedures for Non-Custodial Parents
- 20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

File KE: PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Staff Members
2. School Building Administration and/or Director of Special Education
3. Assistant Superintendent
4. Superintendent
5. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded. Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

Source: MASC October 2016

Legal References:



- MG.L. [76:5](#)
- 603 CMR [26.00](#)

File: KI: VISITORS TO THE SCHOOLS

While the Attleboro Public Schools encourage the involvement of parents and community members in the education of district students, Attleboro has a duty to ensure that the educational process is not unnecessarily disrupted, as well as to protect the safety and confidentiality of its students. As a result, certain rules and procedures must be followed to ensure that visits are not harmful to the students or the educational process.

Parents, guardians, and caretakers will be allowed to enter school buildings for quick visits for the purpose of dismissing a student, bringing in medications, dropping off forgotten lunches, gym clothes, etc. Such “quick visits” need not be prearranged; however, such visitors may not be allowed beyond the main office, depending on circumstances.

Visitors will be allowed to enter school buildings for purposes of prearranged meetings, visits, or observations. All visitors to the Attleboro Public Schools must report to the main office immediately upon entrance into a school building. All visitors whose destinations are other than the main office must sign in, noting the time of their arrival and identifying the location and purpose of their visit. These visitors must wear a visitor badge at all times while in the school building. The building principal will designate a staff member to escort visitors to their appropriate destination. Teachers are encouraged to ask visitors if they have registered in the Principal’s Office.

Upon completion of their pre-arranged meetings, visits, or observations, all visitors shall proceed directly to the main office. They must sign out, noting the time of their departures, and return their visitor’s badges. Visitors may not proceed to any areas of the building other than the designated locations of their meetings, visits, or observations, without first returning to the main office and obtaining express administrative approval to access other areas of the building.

If you have any questions about this policy, please contact the principal.

Source: MASC October 2016

## **APPENDIX B**

### **LEGAL ISSUES**

The following Federal Regulations and Massachusetts General Laws were used as guidelines in the development of this Handbook.

Chapter 51	Protective Eye Devices
Chapter 71, Section 32A	Parental Notification Act
Chapter 71	Tobacco Use
Chapter 119, Section 51A	Child Abuse
Chapter 266, Section 102A-1/2	Hoax Devices
Chapter 269, Section 17	Hazing
Chapter 622 & Title IX	
Title IX	Sex Discrimination
Chapter 622	Discrimination in Public Schools
MGL 151C, Chapter 622	Harassment
Chapter 71, Section 34H	Non-Custodial Parents' Rights
Chapter 71, Section 37H	Expulsion: Weapons/Assault
Chapter 71, Section 37H-1/2	Suspension/Expulsion: Felony
Chapter 272, Section 99.....	Audio, Video Taping

## **CHAPTER 51**

### **Protective Eye Devices**

An act requiring pupils and teachers to wear eye protective devices when attending certain classes in public schools:

"The School Committee of each city or town shall require each pupil and teacher in a public school to wear industrial quality eye protective devices, approved by the Department of Public Safety, while attending classes in vocational or industrial art shops or laboratories, in which caustic or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, of the milling, sawing, stamping or cutting of solid materials or any similar dangerous process is taught, exposure to which might have a tendency to cause damage to the eyes. Visitors to such classrooms or laboratories shall also be required to wear protective devices."

## **CHAPTER 71, Section 32A**

### **Parental Notification Act**

General Laws Chapter 71, Section 32A, commonly referred to as the Parental Notification Act, requires schools to notify parents / guardians of public school students of all curriculum which primarily involves human sexual education or human sexuality issues. The Attleboro School District has a comprehensive health education program which includes developmentally appropriate

instruction in personal growth, human sexuality, and HIV / AIDS prevention which builds sequentially from the elementary through the high school years.

Where education on sexuality issues is a *primary* focus of a course or unit, such as in puberty education in the elementary schools, or Personal Development and Human Sexuality courses in the middle and high schools, parents will be sent a letter of notification, with the option of exempting their child from the course or unit.

Where sexuality issues are peripherally related to the intent of the instruction, such as in courses or units in Biology, Anatomy and Physiology, current events, HIV awareness or assault prevention as part of a comprehensive health program, there will be no further notification.

The School Department strongly recommends that all students participate in the curriculum specified by the Health Advisory Committee and approved by the School Committee.

If, however, parents or guardians wish to exempt their children from any portion of the curriculum which involves human sexuality issues, they may do so through written notification to the principal. No child so exempted shall be penalized by reason of such exemption.

Curricular materials related to human sexuality courses or units are available for review at parents' nights or by appointment by contacting the Health Coordinator.

## **CHAPTER 71**

### **Tobacco Use**

According to Massachusetts General Laws Chapter 71, there is to be no use of any tobacco products by any student or staff in SCHOOL, on SCHOOL GROUNDS, or in a SCHOOL BUS (subject to disciplinary code.) Additionally: tobacco products visibly displayed by any student will be surrendered to any faculty, staff or administrator.

Attleboro Health Department Regulation 23, Section 6A, make it unlawful for any person to smoke on public and private school grounds. Such violation shall be subject to fines and penalties. Attleboro Health Department Regulation 23, Section 10 prohibits a minor from possession of a tobacco product in any public place, and or open public place within the City of Attleboro. Any minor found in possession of any tobacco product shall have the product confiscated and be subject to fine and penalty.

## **CHAPTER 119, Section 51A**

### **Child Abuse Law**

Under Massachusetts General Laws Chapter 119, Section 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen is suffering serious physical or emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Children and Families.

## **CHAPTER 266, Section 102A-1/2**

### **Hoax Devices**

The new statute establishes that it is a felony for any person to possess, transport, use, or place, or cause another to possess, transport, use, or place, a fake bomb or "hoax device" with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. The statute defines a "hoax device" as any device that would cause a person reasonably to believe that it places in danger life or property by fire or explosion. A person convicted under this statute may be fined up to \$5,000 and/or sentenced up to two and one-half years in a house of correction or five years in a state prison.

Existing laws criminalize false fire alarms (G. L. c. 266 sec. 13) and false reports of the location of any explosive or other dangerous substance (G. L. c. 266 sec. 14).

## **CHAPTER 269, Section 17**

This law was amended in 1985 to include the following sections on prohibiting the practice of hazing:

### **Hazing**

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

The term "hazing" as used in this section and in sections eighteen and nineteen (not presented here), 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 weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

### **Section 18**

Whoever knows that another 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 five hundred dollars.

### **Section 19**

Statement of Compliance and Discipline Policy required from the Hazing Section of State Law.

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents in the case of secondary schools, then 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 a report. Added at St. 1985, c.536.

## **CHAPTER 622 AND TITLE IX**

Two important pieces of legislation affecting the public schools have been implemented at the federal and state levels respectively. Title IX of the Educational Amendments of 1972, the federal law, prohibits discrimination in school on the basis of sex. Chapter 622 of the General Laws, Acts of 1971, the state law, prohibits discrimination in schools on the basis of race, color, sex, religion or national origin. These are somewhat different in scope and coverage and are explained separately below:

## **Title IX – Prohibits Sex Discrimination**

Congress passed Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. On May 27, 1972, President Ford signed the final version of the regulations, which govern legislation. The governing regulations effective July 21, 1972, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students and employment. Specifically, Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under an education program or activity receiving Federal Financial Assistance.

Copies of Title IX may be obtained from the U. S. Department of Education Office of Civil Rights, 33 Arch Street, Ninth Floor, Boston, Massachusetts 02110. Telephone: 617-289-0111.

## **Chapter 622 – “An Act to Prohibit Discrimination in the Public Schools”**

Passed in August 1971, Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools."

The Law reads as follows:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from that public school on account of race, color, sex, religion or national origin of such child.

On June 24, 1975, the State Board of Education approved regulations for Chapter 622. These regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content and extra-curricular and athletic activities.

Copies of the law and the regulations pertaining to Chapter 622 can be obtained from the Office of the Civil Rights, U.S. Department of Education, Five Post Office Square – 8<sup>th</sup> Floor, Boston, MA 02109-3921 - (617) 289-0111.

The Attleboro School Committee supports Title IX and Chapter 622 and discriminates neither in employment nor educational programs and activities on the basis of race, color, sex, religion or national origin. Any questions or grievances regarding Chapter 622 may be directed to the local coordinator, the Assistant Superintendent.

## **Harassment**

### **Massachusetts General Laws: MGL 151C, Chapter 622**

Attleboro Elementary Schools will provide to all an environment free from harassment. The schools are committed to courteous and considerate treatment of students and employees at all times as an accepted standard of behavior. Attleboro Elementary Schools will have an atmosphere free of tension caused by demeaning or inappropriate gender identity, religious, racial, sexual or ethnic comments. It is the policy of Attleboro Elementary Schools to prohibit harassment by any of its agents, officers, employees or students and has set forth a process by which allegations of harassment may be filed, investigated and resolved.

### **Responsibility:**

It is the obligation of each person to report any conduct which violates the harassment policy at all Attleboro Elementary Schools regardless of whether or not the person is a victim; whether the violator is a student, agent or staff member; and regardless of the sex of the offender. This policy also applies equally to all individuals at all Attleboro Elementary Schools, and covers all relationships including, but not limited to, peer relationships, student/staff and student/teacher. Everyone in all Attleboro Elementary Schools is responsible for ensuring that his or her behavior is free from sexual harassment or any form of harassment and no individual should engage in, condone, or encourage harassing behavior.

## **Definitions**

### **Harassment:**

In General: Harassment includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that shows disrespect to others based upon race, color, sex, religion, national origin, sexual orientation, age, or disability. The act of bullying/cyber-bullying may accompany harassment.

Bullying/cyber-bullying is the severe and/or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to the other student's property;
- placing the other student in reasonable fear of harm, or of damage to their property;
- creating a hostile environment at school for the other student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

### **Sexual Harassment:**

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee as a basis for education, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education, or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile, or offensive work or school environment.

## **HARASSMENT AND RETALIATION PROHIBITED**

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at school-related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Attleboro Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion, or other sanctions as determined by the school district administration subject to applicable procedural requirements.

## **NONDISCRIMINATION/ANTI-HARASSMENT PROCEDURES**

### **Investigation Process**

Any individual who believes he or she has been harassed, or who has witnessed or learned about the harassment of another person in the school environment, should inform the School Principal or appropriate discrimination/harassment complaint official as soon as possible. If the individual does not address the problem in an effective manner, the individual should inform the appropriate discrimination/harassment complaint official. The discrimination/harassment complaint officials for the Attleboro Public Schools are:

Titles VI, VII, IX, Chapter 622, and Age Discrimination Coordinator

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1166

Section 504/Americans with Disabilities Act (ADA)

Ivone Medeiros, Director of Special Education and Student Support Services  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 1403

Titles VI, VII, IX, Chapter 622, Section 504/ADA and Age Discrimination Appeals Officer

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
100 Rathbun Willard Drive, Attleboro Massachusetts 02703-2799  
(508) 222-0012, ext. 1166

U.S. Department of Education Office of Civil Rights

Five Post Office Square, 8th Floor  
Boston, MA 02109-3921  
Phone: (617) 289-0111  
Fax: (617) 289-0150

The Attleboro Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

Complaints between the alleged victim and the alleged harasser may be handled two ways: through an Informal or Formal Procedure.

- A. A student who has a complaint against another student may choose to use the Informal Procedure.
- B. An employee who has a complaint against another employee may choose to use the Informal Procedure.
- C. A student who has a complaint against an employee shall be handled only through the Formal Procedure.

In certain cases, the harassment of a student may constitute child abuse under state law. The Attleboro Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

Please note that if the student or employee who is the alleged victim or the alleged harasser chooses not to utilize the Informal Procedure; or feels that the Informal Procedure is inadequate or has been unsuccessful, s/he may proceed to the Formal Procedure.

**APPEALS**

A party may appeal the decision of the school principal or the discrimination/harassment complaint official in writing to the Superintendent within fifteen (15) workdays of receipt of the findings of the formal procedure. The Superintendent will review the adequacy of the investigations and the conclusions. Parties will be given an opportunity to present their case to the Superintendent.

## **REPORTING OF POTENTIAL PHYSICAL AND/OR SEXUAL ABUSE**

Several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of a child, including but not limited to incest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also be possible physical and/or sexual abuse under Massachusetts law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Social Services within 24 hours of the time the educator becomes aware of the suspected abuse.

## **CONFIDENTIALITY**

The Attleboro Public Schools recognizes that both the alleged victim and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the alleged victim, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **CHAPTER 71, Section 34H**

### **Non-custodial Parents' Rights**

General Laws Chapter 71, Section 34H, commonly referred to as the Non-Custodial Parents' Rights. It is the policy of the Attleboro School Committee that, as required by General Laws Chapter 71, section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school District will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student record to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties. (File KBBA)

## **CHAPTER 71, Section 37H**

## **EXPULSION FOR POSSESSION OF A DANGEROUS WEAPON OR A CONTROLLED SUBSTANCE OR ASSAULT OF EDUCATIONAL PERSONNEL**

The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider



changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(a) 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 in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel 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.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## **CHAPTER 71, Section 37H1/2**

### **SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) 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 or headmaster 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. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his 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.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five 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 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 his behalf and shall have the right to counsel. 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 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster 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. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his 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.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five 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 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. 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 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

#### **CHAPTER 71, Section 37H3/4**

#### **SUSPENSION/EXPULSION FOR ALL OTHER STUDENTS**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or

expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

## Attleboro Public Schools

### Parent Acknowledgement

I have reviewed and I understand the regulations and policies contained in the Attleboro Public Schools Middle School Handbook as they pertain to my son/daughter.

I understand that my son/daughter is responsible for following the regulations and policies of the Middle Schools.

I am aware of the parental role regarding attendance, tardiness, dismissal, emergency information, publication releases, family vacations, general information, medical information, transportation policy, Student Code of Conduct, disciplinary policy, district policy, and legal issues.

I understand that Attleboro Public School Policy Book is available on the district website and individual school websites as well as in the Superintendent's Office. I may call and make an appointment to review it.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

(Please Print Student's Name)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Attleboro Public School System does not discriminate on the basis of age, color, disability, national origin, race, gender identity, religion, sex, or sexual orientation.*