

METHUEN PUBLIC SCHOOLS
GRAMMAR SCHOOL PARENT-STUDENT HANDBOOK
CENTRAL OFFICE ADMINISTRATION

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SCHOOL COMMITTEE

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Ryan DiZoglio
Karen L. Hallbauer
Jessica MacLeod, *Secretary*
Susan M. Nicholson
Louann Santos
Jana Zanni Pesce, *Vice, Chairperson*
[SCHOOL COMMITTEE POLICIES](#)

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Comprehensive Grammar School

| | |
|---------------------------------|------------------------|
| Supervising Principal | 978-722-9052 |
| Associate Principal (Gr. PK-4) | 978-722-9054 |
| Lower School Secretary | 978-722-9054 |
| Associate Principal (Gr. 5-8) | 978-722-9056 |
| Upper School Secretary | 978-722-9056 |
| Special Education Administrator | 978-722-9051 Ext. 5212 |
| School Nurses, RN | 978-722-9059 |

Marsh Grammar School

| | |
|---------------------------------|------------------------|
| Supervising Principal | 978-722-9077 |
| Associate Principal, (PK-4) | 978-722-9079 |
| Lower School Secretary | 978-722-9079 |
| Associate Principal, (Gr. 5-8) | 978-722-9081 |
| Upper School Secretary | 978-722-9081 |
| Special Education Administrator | 978-722-9076 Ext. 6331 |
| School Nurses, RN | 978-722-9084 |

Tenney Grammar School

| | |
|---------------------------------|------------------------|
| Supervising Principal | 978-722-9027 |
| Associate Principal (Gr. PK-4) | 978-722-9029 |
| Lower School Secretary | 978-722-9029 |
| Associate Principal (Gr. 5-8) | 978-722-9031 |
| Upper School Secretary | 978-722-9031 |
| Special Education Administrator | 978-722-9026 Ext. 4487 |
| School Nurses, RN | 978-722-9034 |

Timony Grammar School

| | |
|---------------------------------|------------------------|
| Supervising Principal | 978-722-9002 |
| Associate Principal (Gr. PK-4) | 978-722-9004 |
| Lower School Secretary | 978-722-9004 |
| Associate Principal (Gr. 5-8) | 978-722-9006 |
| Upper School Secretary | 978-722-9006 |
| Special Education Administrator | 978-722-9001 Ext. 3428 |
| School Nurses, RN | 978-722-9009 |

GENERAL SCHOOL INFORMATION

PRINCIPALS' MESSAGE

Dear Grammar School Parents and Students,

Welcome to the Methuen Public Schools. It is our goal to provide students with an educational experience that is both challenging and rewarding in a safe and supportive environment.

This handbook contains the answers to many of the questions you may have regarding the school and school-wide policies. Please take some time to review the information.

We are here to work with you and look forward to developing a partnership that will ensure a high quality education for every Methuen Public School student. If you have any questions or concerns, always feel free to contact the school.

With best wishes,
Supervising Principals

METHUEN PUBLIC SCHOOLS EDUCATIONAL PHILOSOPHY

We believe that the schooling of young people is a responsibility that is based upon the expectation that all students can and will master a carefully crafted school curriculum designed to provide youngsters with the skills and abilities to compete in a worldwide economy.

We recognize the diversity of our student body and celebrate differences in racial and ethnic background, abilities, talents, interests, and life experiences. This diversity provides us with the opportunity to learn from each other and to develop the skills necessary to function as good citizens and tomorrow's leaders.

Curriculum content and course offerings shall reflect the very latest educational thought and should be consistent with the requirements placed upon all school systems in the Commonwealth of Massachusetts. Learning experiences must provide youngsters with a solid foundation in the basic skills. However, basic skill attainment is merely an educational beginning. We expect all our students to communicate effectively, express themselves through the arts, understand healthful living, think critically about situations, be creative problem-solvers, and develop a thirst for lifelong learning.

The school system must also share in the responsibility for the social development of young people and ensure that the school environment is physically and emotionally safe. Students must develop a sense of social awareness, self-esteem, self-discipline, respect for themselves and others, and the need to take responsibility for their own actions. They must also develop a sense of community that extends beyond the school. The school system must also provide a program of co-curricular activities that teaches youngsters the value of teamwork, develops self-confidence, and generates a sense of spirit and belonging.

Teachers, administrators, and support staff must collaborate with each other, with the home, and with outside agencies. All adults must, themselves, demonstrate and model continued growth and development and must use new learnings and understanding in the educational context. Instructional staff must focus their attention on the individuality of children and adapt teaching

styles and techniques to the needs of learners. In this sense, the teaching role is dynamic, exciting, and experienced-based.

We also believe that there is a relationship between the role that parents play and academic achievement. To this end, we view parents as partners in the intellectual and social development of our children. Parents are encouraged to take an active role in their child's education, taking an interest in lessons, projects and homework. We believe in involving parents in decision-making that involves their children and providing them with opportunities to actively participate within the school community

Revised and Adopted September 9, 2019
Methuen Public Schools, Methuen, MA

DISTRICT GOALS

Based on the student achievement data, the district goals were established through collegial dialogue that involved all of the district's administrators, teachers, and cost center managers. In order to improve student achievement at all levels and across the curriculum, the district has set the following goals...

1. *Provide, supervise, and sustain effective interventions to increase the success of all underperforming students, including those in the transient and subgroup populations.*
2. *Continue curriculum development and revision and ensure appropriate classroom implementation of new curricula.*
3. *Provide, supervise, and support effective instruction that communicates high expectations and that meets the needs of all learners.*
4. *Improve classroom standards-based assessment practices and use of assessment data for formative and summative purposes.*
5. *Expand parental communication and involvement in the schools.*
6. *Support our students' learning by organizing effective organizational structures, nurturing a healthy culture, and providing well-maintained facilities.*
7. *Review and refine the district's business and financial practices, including budget preparation, to ensure that they identify and effectively deploy resources to support the student achievement goals.*

Revised & Readopted, September 8, 2014
Methuen Public Schools

GRAMMAR SCHOOL NURSE'S MESSAGE

Dear Parents:

As we begin a new school year, I would like to share some thoughts with you regarding your child's health status.

It is our belief that we need to foster good health habits in our children which in turn results in decreased number of illnesses. Basic to this belief is the notion that a well balanced diet raises the body's ability to fight infection. Also, as the cold weather approaches, children should be encouraged to wear appropriate clothing for the current weather conditions.

If your child shows signs of becoming ill, please keep him/her home from school. The most contagious period of viruses is usually the first 24-48 hours. This practice will help decrease the spread of infection within the classroom. If your child has a fever of 100 degrees or above, he/she should stay home until the fever has been gone for 24 hours without medication. During times of increased contagious disease outbreak such as H1N1 flu you should keep your child home from school for 7 days from onset of symptoms, (fever of 100 degrees or more and cough or sore throat) or 24 hours after symptoms subside whichever is longer.

Other illnesses that require absences from school are:

1. Coughs and/or congestion 2-3 days.
2. Rashes - until diagnosed by a doctor.
3. Vomiting and/or diarrhea – 24 hours symptom free
4. Conjunctivitis (eye infection) – day after treatment begins
5. Bacterial infections i.e. Strep throat – until under treatment for 24 hours

Please be reminded that any medicines given in school need to be accompanied by a doctor's note. Medicines given three times a day do not need to be given during school hours. All medicines need to be brought to the nurse's office by an adult.

As always, let your common sense guide you in your decisions; but if you have any questions regarding your child's health, please feel free to contact us.

We are looking forward to a happy, healthy school year for your child.

Sincerely,
Grammar School Nurses

SCHOOL HEALTH AND MEDICATION POLICY

The school attempts to provide a safe environment for your child in the school building or on the playground. Still, accidents do occur. In such events, first-aid will be administered by school staff. The responsibility for further treatment rests entirely with the parent and family physician. If your child is involved in a multi-student incident/event, you will receive a phone call from the school nurse and/or an administrator the same day. In cases of serious injury, an ambulance will be called to take the child to the nearest hospital. Parents will receive a general notification at the end of each day for any unscheduled nurse visit.

It is extremely important that both the child and the school Principal know where to contact parents or some other responsible person in cases of emergency or illness. An "emergency card" is sent home the first day of school each year. *If your home address or working address, home telephone or emergency telephone number is changed, please update all information in the Infinite Campus Parent Portal and notify the school.*

Parents/guardians should inform the school authorities of any physical or emotional concerns their child may have so that adequate provisions may be made in his/her school program.

Each year the school receives many requests to administer medication to children. The Methuen School Committee has an explicit policy on medication, intended to protect children, to which we strictly support and adhere. The policy is as follows:

Policy concerning the administration of medication to students

Medications~~whether prescription or non-prescription, shall be administered to students on a daily basis by the school nurse; and/or those delegated by her in accordance with 105 CMR 210.

In the event that a student requires non-emergency medication during the course of a school day, such medication must be administered by the school nurse or the parent/guardian, or delegate. The parent/guardian must notify the school nurse of such need ahead of time. If the parent is to administer medication it must be given at the school's nurse's office. Medication to be administered by the school nurse must be brought into the nurse's office at the beginning of the school day and must remain in the office for the duration of treatment. Initial doses of any newly prescribed medication will not be given at school. Students are not to administer medication to themselves, except as approved by the school nurse and their parents, nor are they to possess medication during the school day without the knowledge and approval of the school nurse. In order for a student to carry an inhaler, the school nurse will require a permission slip signed by the student's parent/guardian and physician.

If a student has a condition which requires emergency medication such as Epi-pen or Glucagon, such medication will be administered by the school nurse if she is present. Epi-pens may be administered by a delegated staff member in accordance with Methuen Public School's Epi-Pen Policy and 105 CMR 210.100. If a student has a condition which requires medication it is the responsibility of the parent/guardian to do the following:

- A. Provide the medication in its original container with a pharmacy label including the student's name, name of the medication, dosage, and instructions for administering, prescription number, and physician's name.
- B. Insure that the medication is sufficient in quantity and is replaced when necessary.
- C. Sign and submit, at least annually, to the school nurse, a standardized authorization, which may be obtained from the nurse's office, to be signed by the prescribing physician and to include all the information in "A" above.
- D. Parent or guardian must provide controlled substances in an amount sufficient (usually 30-day supply) to administer medication to child without disruption in the child's daily routine. They are to be counted by the parent/guardian in the presence of the school nurse and co-signed.
- E. Parents must bring in and pick up medication.

Non-prescription medication policy

As per standing orders by the "on call" school physician, select non-prescription medications (see Physician Standing Orders) shall be dispensed to school children. Parental consent may be obtained by telephone but must be followed by written permission. Consent is to be renewed annually. Students are not permitted to be in possession of non-prescription medication while in school without the written consent of parent and prior approval of the school nurse. There are very few medications that are necessary during school hours!

Revised & Readopted December 9, 2019

Methuen Public Schools

HEALTH SCREENINGS:

Every student must undergo a physical examination one year prior to entrance to school or within thirty (30) days after school entry and at intervals of either three or four years thereafter. A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine

compliance with this requirement. You may access the regulations regarding the Physical Examination of School Children, 105 CMR 200.500, on the website of the Massachusetts Department of Public School Health, School Health Services Unit, or contact your child's school nurse for more information.

Annual screenings include:

Height, weight and BMI (Body Mass Index) in grades 1, 4, 7, and 10

Vision in grades K – 5, 7 and 10

Hearing in grades K – 3, 7 and 10

Scoliosis in grades 5 thru 9

PROMOTION AND ATTENDANCE POLICIES – GRADES 1-8

Promotion

The Methuen Public Schools recognize each pupil as an individual and further recognize the wide variance in individual emotional, social, physical, and intellectual growth patterns. At the same time, however, certain basic standards of academic achievement and attendance must be maintained. This promotion policy attempts to provide a balance between individual rates of growth and basic standards. The factors that play a prominent role in arriving at this decision are recommendations from teachers, counselors, the building Principal, the student's standardized test scores and periodic report cards as well as the child's potential to achieve.

Grades 1, 2 and 3

Promotion from each of these grades to the next grade level depends upon satisfactory grade level performance by students in the area of Reading/Language Arts and Mathematics, as well as evidence of sufficient and emotional maturation as determined by the student's teacher(s).

Grades 4, 5 and 6

Promotion from each of these grades to the next requires that students maintain grade level performance in Reading/ Language Arts and Mathematics as well as Social Studies and Science.

Grades 7 and 8

Promotion from each of these grades to the next requires that students maintain grade level performance in all but one of the courses in which he/she is enrolled that meet on a daily basis (English/Language Arts, Math, Science, and Social Studies).

In all of the preceding instances, the Principal may make exceptions, when it is in the best interest of the student, subject to the reporting requirements as outlined below.

Attendance

The Methuen Public Schools recognizes that regular attendance at school is an important factor in academic success. Students in grades 1 – 8 may not accumulate more than thirty (30) days of absence from school to be promoted to the next grade. This attendance policy may be waived by the Principal in instances of extended medical problems involving the students or, in other extenuating circumstances, subject to the reporting procedures set forth below.

Decisions according to this policy

Each school will develop a promotional council consisting of the Principal, guidance personnel and the student's teacher(s). Each student's profile will be discussed and the appropriate recommendation made. The decision, however, as to whether retention or promotion will take place rests with the Principal. Appeal to the Superintendent of Schools is available to parents. Generally, in an appeal, the Superintendent will assure that procedural requirements have been

followed. Under ordinary circumstances, the Superintendent will not substitute his/her judgment for that of the building Principal.

Timely notice

Building Principals will be responsible for seeing that parents are given timely notice regarding their child's risk of retention. This will be done at the end of each term. In giving notice, parents will be informed of the reason the risk exists and will be supplied with a copy of this policy.

Definitions

1. Absence...a scheduled school day on which the student is not in attendance, regardless of the reason.
2. Promoted by Exception...means that due to particular reasons – age, attendance, past retentions, or other specific issues – a student may be promoted to the next grade and not be retained at grade level.

MISCELLANEOUS SCHOOL INFORMATION

GRAMMAR SCHOOL HOURS

| | Students can enter building no earlier than: | Homeroom | First Class | Dismissal |
|--------------|--|----------|-------------|-----------|
| Upper School | 7:45am | 7:55am | 8:00am | 2:15pm |
| Lower School | 8:15am | 8:35am | 8:45am | 3:00pm |

ATTENDANCE

On the day following an absence (or tardiness), a student is required to bring her/his teacher a written excuse which specifies date of absence (or tardiness), reason for absence (or tardiness), and the signature of the parent or guardian. A written note will still be required even if a parent has called in and report of the student's absence. Failure to bring a note constitutes a breach of school rules.

Occasionally, family vacations do not coincide with scheduled school vacations. The school system discourages this practice. Instructional time is not easily replicated. Making up homework assignments, although required and important, does not provide students with the same educational experience they receive in the classroom. It is important that your child's teacher(s) be notified of this situation in advance. Also, please be aware that teachers are not obligated to anticipate assignments and give them to students in advance.

It is strongly recommended that vacations not be taken while school is in session.

Tardiness: When a student is tardy for the third time, the homeroom teacher will assign him/her to classroom detention and notify the parents. If the problem persists, the student should be reported to the office.

GABRIEL PROGRAM

The Grammar Schools provide parents with the service of calling parents to be sure they are aware that their child has not arrived at school. This is an effort to help ensure the safety of our students. Please use the following procedure:

If your child is going to be absent or tardy, please call the appropriate school numbers listed below. Please leave the date, your child's name, his/her teacher's name, and if your child will be absent or tardy (if tardy, about what time he/she will be arriving at school).

| | |
|-------------------------------------|---|
| Timony Grammar School | (978) 722-9010 Lower School (978) 722-9010 Upper School |
| Comprehensive Grammar School | (978) 722-9060 Lower School (978) 722-9060 Upper School |
| Tenney Grammar School | (978) 722-9035 Lower School. (978) 722-9035 Upper School |
| Marsh Grammar School | (978) 722-9085 Lower School. (978) 722-9085 Upper School |

Calls may be made starting at 4:00 P.M. the previous day. Please use the number provided for this purpose. This system is instituted for the safety of your child. Please be aware that the school will call parents if their child is absent and no message was left on the answering machine.

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee does recognize 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:

1. Illness or quarantine;
2. Bereavement or serious illness in immediate family;
3. Weather so inclement as to endanger the health of the child;
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. Parents will be contacted by the school if a note or other contact explaining the basis for a child's absence is not received within three (3) school days of the absence. In instances of chronic or irregular absence reportedly due to illness, the school administration may require a physician's statement certifying such absences to be justifiable.

Parents of a child with 5 or more unexcused absences in a school year or who has missed 2 or more periods unexcused in a school year for five (5) school days will be notified and provided with the opportunity to meet with the principal, or a designee, to develop action steps to address the student's attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and, where appropriate, officials from relevant public safety, health and human service, housing and nonprofit agencies.

MILITARY-CONNECTED STUDENTS

A Student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting shall be granted additional excused absences at the discretion of the Superintendent.

Absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the Superintendent. The Superintendent will permit excused absences on an individual basis for this purpose.

LEGAL REFS.: M.G.L. 76:1; 76:1(A); 76 1(B); 76:16; 76:20

Adopted: August 25, 2014

Methuen Public Schools

EARLY DISMISSAL

Only in the case of illness or in an emergency will dismissals be granted during the school day without presentation of a note from a parent or guardian. Due to concern for safety, a student will be released during the school day only to a parent or someone designated by a parent in writing. Any special circumstances (court orders) regarding child safety must be shared with the building Principal.

Upper School students dismissed prior to 11:15 A.M. will be recorded, for attendance purposes, as absent. Lower School students dismissed prior to 11:45 A.M. will be recorded for attendance purposes, as absent.

Early dismissals cause a disruption in the educational process. Sending for children to be dismissed interrupts the teacher and all the students in the classroom. Please plan non-emergency medical appointments after school hours so that dismissals will not be necessary. Dismissals close to the end of the school day are the most disruptive of all and cause safety concerns. Please understand that the following policy is in the best interest of all our students.

School Dismissal Policy:

Upper School: Except for emergency situations, **students will not be dismissed after 1:30 PM**

Lower School: Except for emergency situations, **students will not be dismissed after 2:15 PM**

Students will be dismissed only when a parent or guardian signs the student out in the office.

EMERGENCY CLOSING – DELAYED OPENINGS

In the event of an emergency, such as severe weather conditions which may create hazardous travel, the Superintendent of Schools may direct a delayed opening of one or two hours, closing schools for the entire day, or an early closing. This information will be announced on Channels

4, 5, 7 and Comcast Channel 99 and Verizon Channel 31 – the school channels). At the beginning of the school year, you should review with your child where he/she should go in the event that you are not at home at the time of an early closing. You may also view the whole procedure on our website at:

<https://sites.google.com/a/methuen.k12.ma.us/mps/mps-procedures-manual>

SCHOOL CANCELLATION/DELAY

If due to weather conditions, it becomes necessary to cancel school, the following procedures will be in effect:

- a. All daytime activities within the school system will be canceled for the day.
- b. The Before and After School Program will be opened and housed at the Timony Grammar School only for all students as usual unless otherwise noted.
- c. Special events will be canceled by the Principal. Under ordinary circumstances, it is assumed that if school is not in session, all school activities will be canceled. Athletic activities will be canceled, as required, by the Athletic Director, who will notify the Superintendent.
- d. The “NO SCHOOL” announcement will be aired on WCCM 1490AM, WBZ 1030AM, WRKO 680 AM, and Channels 4, 5, and 7. Because WCCM is a local station, our experience is that this announcement is made continuously after it has been called in, while other radio stations usually make announcements only after the news on the hour and half hour. For this reason, it appears that the timeliest information regarding school closing can be received on WCCM.
- e. The “NO SCHOOL” announcement will also be aired continuously on our cable channel (Comcast Channel 99 and Verizon Channel 31).

There are occasions when additional time is needed for snow removal or when weather conditions are expected to improve in the early part of the school day. At these times, the opening of school may be delayed. This delay will be one or two hours.

When a decision to **delay the opening of school** is made, notification will be made as outlined above and the announcement will be aired as above. In addition, the following will be in effect:

- a. There will be no A.M. pre-school. The afternoon session will be held unless otherwise indicated.
- b. Because experience has shown us that some youngsters will arrive at school at the regular time, regardless of the announcement, staff members should be encouraged to arrive at schools as close to the normal starting time as possible.
- c. Unless otherwise noted, all school activities will be held as scheduled on the day of a delay in opening.
- d. The Breakfast Program will be delayed, but will be held.

SAFETY PROCEDURES

FIRE DRILLS

Fire drills are an important safety precaution and are scheduled at intervals throughout the school year. The teachers will instruct the children in the exit procedures.

1. Please follow exactly the instructions of your teacher if you are in a classroom, the cafeteria, auditorium, or the gym.
2. Be familiar with the fire regulations posted in each room you visit each day.

3. When the fire alarm sounds leave the room quietly and in an orderly manner.
Do not talk. Do not run. Walk quietly in a serious manner.
4. Follow your teacher's directions, line up with your class outside the building and remain with your class until you are instructed to return to the building.
5. On the return to the building, the signal bell is given by the Principal or other person in charge.

ALICE PROCEDURES

Methuen Grammar Schools, in conjunction with local law enforcement, has an Emergency Management Plan in place in the event that an emergency situation occurs in the building that necessitates mobilizing to a lock-down situation or an evacuation of the building. To familiarize students and staff with these procedures, several simulations are conducted during the year.

Keeping our students safe, both physically and emotionally, is of paramount importance in the Methuen Public Schools. Once the school day has begun, all outside doors are locked, and teachers are placed on duty to secure these openings. Visitors to the building are buzzed in and must sign in at the main office. Teachers and administrators supervise during passing time and during lunches. There is a full-time School Resource Officer on duty and the school grounds have regular security checks.

RANGER CLUB and RANGER CAMP

The Methuen School Department has established a program of extended child-care for Kindergarten-Grade 8 students, and a before-and-after school program for those families who are in need of child-care. All programs are held at each of the grammar schools, which are open from 7:00 A.M. to 6:00 P.M. Child-care is also available throughout the year including all half days for professional development and parent conferences, school vacations, and summers. For more information, including tuition, activities, calendar, etc., you may call (978) 722-6000 x1146.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are asked to notify the school of any change of address or telephone number. Emergency cards must be on file for each student. It is extremely important that as contact people and telephone emergency numbers change, the school and the school nurse are notified. This information should be updated on Infinite Campus and by contacting the School's Main Office.

KINDERGARTEN/NEW STUDENT REGISTRATION

Kindergarten registration is held in the spring each year. Children must be five years old by September 1st. Parents need proof of age (e.g. birth certificate), immunization records, lead screening test (done before school begins for Kindergarten and first grade), and proof of residency (current lease agreement or mortgage statement, current utility bill reflecting appropriate name and address). The dates for registration at each building are publicized in the local newspaper and in school communications. Parents of new students need to bring transfer forms and any other available records from the previous school along with proof of residency. The secretary at the Family Resource Center located in the Central Administration Building can provide you with further information regarding registration requirements. Please see School Committee Policy JCAC for more details.

ENGLISH LANGUAGE LEARNERS (ELL)

The district will administer a Home Language Survey (HLS) to the parents/guardians of all new students enrolling in Pre-Kindergarten (Pre-K) through 12th grade. The Language Acquisition Department must, according to the MA DESE, screen every newly enrolled student whose HLS indicates that there is a language other than English spoken at home. In other words, districts must administer a language proficiency screening test when the answer to any question on the HLS is a language other than English with the following limited exceptions:

- students who were previously classified as ELs and were then reclassified as FELs in their former districts;
- students who transferred from another district within Massachusetts or another WIDA state and who did not qualify as ELs on the English proficiency screening test administered in their former districts; and students who transferred from another district within Massachusetts or another WIDA state with ACCESS results from the **last calendar year**.

The district will use the results of the language screening assessment to determine whether the student **is** or **is not** an EL.

Students determined to be EL will receive English language support services during the school day. Additionally, these students are required to participate in the annual ACCESS for ELLs state assessment in January. If parents/guardians elect to exclude their child from EL services, they must notify the Language Acquisition Department, in writing, of their wishes of “opt out”, for each school year that the student is still an English Learner. These students will still be considered EL and will take part in the ACCESS for ELLs annual assessment. Students will be reclassified as former EL when they receive a predetermined score on the ACCESS for ELLs assessment and students have been determined to be able to do regular schoolwork in English.

HOMELESSNESS

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

The McKinney-Vento Homeless 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:

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families residing in the district.

If there is an enrollment dispute, the student shall be immediately enrolled 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. The district’s liaison will carry out

dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youth and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of 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 and unaccompanied youth will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. A child who is homeless or an unaccompanied youth and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch program.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian. Homeless students are defined as lacking a fixed, regular and adequate nighttime residence. This definition shall include:

- (i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- (ii) children and youth 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 (within the meaning of section 11302(a)(2)(C) 1 of this title);
- (iii) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

If you need more information, contact the Homeless Liaison at your child's school or the Director of Student Services at (978) 722-6014

Revised and Readopted, September 9, 2019
Methuen Public Schools

STUDENTS IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF and other school district to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaboration districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

IN-SERVICE/HALF DAYS

Upper School dismissal for a half day is 11:15am.

Lower School dismissal for a half day is 11:45am.

Breakfast and lunches are served on half days (with the exception of the day prior to Thanksgiving and the last day of school).

TELEPHONE CALLS

Due to the number of students in the school, students **CANNOT** be called to the telephone during the day. In an emergency, the office will deliver a message to the student. For the same reason, except in unusual circumstances, students are not allowed to use the telephone.

Should you need to contact your child's teacher, you may call the teacher's voice mail or email him/her directly and leave your message. You may also have the capability of calling a teacher's voice mail and finding out the homework assignment for that night. Check with your child's teacher regarding this option.

COMMUNICATION WITH TEACHERS

Parents are encouraged to contact teachers with concerns or questions. There are several ways to communicate with teachers: notes, e-mail, voice mail, and agenda books (grades 3-8). We cannot address your concerns, if we are not aware of them. Please request an appointment by sending a note with the student, calling the school office, or leaving a message on the teacher's voice mail. Please note, because we do not want to disturb instruction, calls do not ring through to the classrooms. Leave a message on the teacher's voice mail. The teacher will return your call as soon as possible. Teachers cannot be disturbed while they are supervising children or instructing a class.

When using e-mail or voice mail, please remember that the communications methods are not confidential. Refrain from using these methods for sharing confidential information.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued three times a year. Parent conferences are scheduled at the end of the first and second trimesters. In addition, progress reports will be issued in the middle of each trimester for students in grades 1-8. Teachers may request additional conferences, if the child's progress warrants it.

STUDENT RECORDS

The Methuen 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 Methuen 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.

THE CAFETERIA AT LUNCH TIME

We have a computerized lunch accounting system program on the schools' website <http://www.methuen.k12.ma.us/> . It should make paying for lunches more convenient for both you and the school.

Please make checks payable to the METHUEN SCHOOL LUNCH PROGRAM. Lunch and breakfast costs are as follows:

| | Daily | Weekly | Monthly (4 weeks) |
|--------------------|--------------|---------------|--------------------------|
| Lower School Lunch | \$ 2.40 | \$ 12.00 | \$ 48.00 |
| Upper School Lunch | \$ 2.65 | \$ 13.25 | \$ 53.00 |
| Reduced: | .40 | \$ 2.00 | \$ 8.00 |
| Breakfast | 1.00 | | |
| Reduced Breakfast | .30 | | |

***Milk alone for both Upper and Lower School students is \$.40.**

The cafeteria is open to students at the Grammar Schools for both breakfast and lunch. Breakfast is served daily twenty (20) minutes prior to the Upper and Lower School starting times.

Lunches are served by grade level. Students are given an opportunity to eat lunch and have a short recess.

A free or reduced breakfast is available to students whose parents qualify. Forms may be picked up and returned to the office where questions about the program will be answered. A free or reduced lunch program is also available to qualifying students.

TRANSFERS

Students who move during the school year will need to have transfer information and records for the new school. Parents must contact the school office so the transfer forms can be forwarded. It is the practice of the Methuen Public Schools to forward the student record of any student who transfers to another public school district upon request of the receiving district.

FUNDRAISING

During fundraisers, students are encouraged to sell to family and friends. There should be **NO** door to door selling.

MANDATORY REPORTING

All professional staff are informed annually of their obligations to report cases of child abuse and neglect as specified in M.G.L. c. 119, § 51A-51F and M.G.L. c. 71, § 37L.

SCHOOL NURSES

The office of our school nurses is located on the first floor. The nurses take care of accidents or illnesses that may occur during normal school hours. Their duties and responsibilities include screening for hearing and vision, updating health records regarding medical problems, immunization requirements, postural screening in grades five through eight, and recording heights and weights of all students.

Our school nurses are available for parent/nurse conferences by appointment. **Students must have a pass from their teacher to go to the nurse's office.**

SERVICES FOR STUDENTS WITH DISABILITIES

Some children with disabilities require specialized instruction and/or supportive services to enable them to 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. Parents or teachers may refer students for a special education evaluation when they suspect that the student has a disability and that the disability is negatively affecting their progress. Referrals can be made to the Special Education Administrator at the student's school or to the Special Education Office. Within five (5) school days of a request for an evaluation of a student's eligibility for special education, a consent form authorizing an evaluation of the child will be forwarded to the parent(s). Upon receipt of the parent(s)' consent, an evaluation will be conducted and a Team meeting will be held to determine if the child is eligible for special education services. If the child is found eligible for special education services under the Individuals with Disabilities Education Act (IDEA), the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the Evaluation Team determines that a child with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such children are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act. Section 504 of the Rehabilitation Act of 1973 ("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." Pursuant to Section 504, any qualified student with a disability is entitled to a free appropriate public education (FAPE). Section 504 FAPE is the provision of regular or special education and related aids and services designed to meet a student's individual educational needs as adequately as the needs of nondisabled students are met.

For more information regarding the services available to students with disabilities please contact the school guidance counselor or Special Education Administrator at your child's school or the Office of the Director of Student Services.

OBSERVATIONS OF GENERAL EDUCATION AND SPECIAL EDUCATION PROGRAMS

Observations of a student's current and/or proposed special education program may be conducted by a parent/guardian or his/her designee in accordance with M.G.L. c. 71B § 3 and the policies and procedures set forth in the Methuen Public Schools policy on Observations of Special Education Programs (See IHBAA and IHBAA-2 available on the Methuen Public Schools website. Parents must request an observation five (5) days in advance, and can submit the request to the building Special Education Administrator and building Principal. Observers may be required to sign a non-disclosure form to protect student confidentiality.

HOMEROOMS (UPPER SCHOOL)

Each upper school student has been assigned to a homeroom. The school will loan each student a combination lock. Each student must memorize the combination. It should not be shared with anyone (except your locker partner.) Students are responsible for the lock (\$5.00). Each day when the student enters the building he/she goes to the locker and then reports directly to homeroom. During this time of the day, attendance will be taken and announcements will be made.

LOST AND FOUND

If at any time a student loses something, he/she should first check with his/her classroom teacher. If the lost article cannot be located, with the permission of the teacher, check at the Lost And Found in the cafeteria. Be sure to receive your teacher's permission to go to the café at an appropriate time. Unclaimed Lost and Found articles will be donated to a charitable organization several times during the school year. **Please do not bring valuables or large sums of money to school.**

NOTICE TO PARENTS

To: All Grammar School Parents
From: Supervising Principals

As a parent of a student at one of the four Grammar Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and, if you ask for it, requires us to give you this information in a timely manner. Specifically, this information includes:

- whether the Massachusetts State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches,
- whether the Massachusetts State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances,
- the teacher's college major: whether the teacher has any advanced degrees and if so, the subject of the degrees, and

- the qualifications of any teachers' aides or similar paraprofessionals who provides services to your child.

If you would like to receive any of this information, please call the respective school.

GUIDELINES FOR STUDENT BEHAVIOR

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

The district follows a positive, progressive approach to discipline. Students will be expected to act in a responsible manner, and to always be respectful to those in authority and also to each other. For the protection and safety of everyone in the school environment there are rules established. The Methuen Public Schools believes that discipline has, as its primary objective, the development of personal responsibility, respect towards others, social awareness and self-direction of students within a framework of rules and regulations developed by parents, students, and faculty.

Teachers and students thrive in school environments that are safe, supportive, and conducive to teaching and learning. By responding to the social, emotional, and behavioral needs of all students, school staff can create a supportive school climate and reduce the amount of time that students are removed from the academic environment for disciplinary reasons. With a goal of increasing student access to meaningful educational opportunities, all four PK-8 Grammar Schools are implementing an initiative called Positive Behavior Interventions and Supports (PBIS).

PBIS is a process for creating safer and more effective schools by implementing a systematic approach to educating all children. Through the consistent application of research-based techniques in the school-wide environment, this process supports a school's ability to teach and acknowledge positive behavior for all students. The PBIS model provides a framework for schools to design and implement effective schoolwide and classroom behavioral interventions. This strategic team process identifies consistent procedures for problem solving, behavioral planning and intervention, and continual evaluation.

A PBIS school prioritizes the direct teaching of identified school-wide expectations to all students, while also providing frequent opportunities for students to practice these expected behaviors in all school locations. Students who model appropriate behaviors are recognized and celebrated in a variety of ways. Using prescriptive instruction and rehearsal, a PBIS school provides specific acknowledgement of positive behavior and continual teaching to promote a positive school culture.

RULES and EXPECTATIONS

Classroom rules are posted in each room and include positive and negative consequences. Students are expected to adhere to classroom and all other general school rules (i.e. walking, respect, keep hands/feet to self, no name-calling, and no cursing or teasing). Each student should know the rules and accept responsibility for their conduct. Students following classroom rules receive age appropriate positive consequences. Parent involvement and support is an important part of the success of our approach to appropriate student behavior fostered through telephone calls, notes/emails home and parent conferences.

SUSPENSION

Suspension is to be used as little as possible, since it interferes with the continuous progress of the child's education. In all cases of suspension, an informal hearing with the student will be held prior to suspension. Parents will be notified of any in-school suspension via phone followed by a formal in-school suspension letter. Parents will be provided with a reasonable opportunity to participate in a hearing before a student is suspended out-of school. A parental conference with the teacher and/or the Principal will be expected before the child returns to school from an out-of-school suspension.

STUDENTS MAY BE SUSPENDED FOR THE FOLLOWING REASONS INCLUDING BUT NOT LIMITED TO:

- a) Direct insubordination to persons in authority
- b) Fighting
- c) Theft...full restitution to be made
- d) Willful destruction of school or private property
- e) Leaving school grounds without permission
- f) Habitual behavioral problems
- g) Obscene or abusive language or gestures (e.g. racial slurs, sexual gestures /language /pictures)
- h) Smoking, matches, etc....safety hazards
- i) Truancy
- j) Extortion
- k) Possession of weapons or objects intended for bodily harm
- l) Causing a disturbance that disrupts the order of the school
- m) Possession of controlled substances
- n) Harassment of other students
- o) Causing intentional physical injury
- p) Bullying
- q) Swearing at a staff member
- r) Gambling
- s) Serious misbehavior on the school bus or at a school bus stop

The above list of prohibited conduct is intended to serve as a general guideline and shall not limit the authority of the building Principal to impose suspension for other acts of misconduct. In certain disciplinary situations referral might be made to the police department for further investigation. Such an investigation by the police department may result in criminal charges. These situations generally would involve issues of violence, threatening violence, or destruction of school property.

Although rare, a student may also be subject to long-term suspension (more than 10 consecutive school days) or expulsion in cases of serious misconduct. In every case of student misconduct 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. Prior to the imposition of a long-term suspension or expulsion, the student and parents will be provided with a formal hearing. The student and parents shall have the right to appeal any long-term suspension or expulsion to the Superintendent of the Methuen Public Schools.

DISCIPLINARY DUE PROCESS

Due Process Under M.G.L. 71, Section 37H $\frac{3}{4}$

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

Definitions Under M.G.L. c. 37H $\frac{3}{4}$

Superintendent – the Superintendent or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (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 $\frac{1}{2}$ to not count towards the calculation of the number of days of suspension under M.G.L. c. 71, § 37H $\frac{3}{4}$. Similarly, days of emergency removal do not count as days of suspension under M.G.L. c. 71, § 37H $\frac{3}{4}$.

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 $\frac{3}{4}$ only. For offenses under M.G.L. c. 71, §§ 37H and 37H $\frac{1}{2}$ please see the appropriate sections below)

In every case of student misconduct under M.G.L. c. 71, § 37H $\frac{3}{4}$ 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 $\frac{3}{4}$: - A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: (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: 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 ¾: 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 ¾: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in 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 ¾: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled

substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension; M.G.L. c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension; M.G.L. c. 71, § 37H 3/4: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

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

Long-Term Suspension; M.G.L. c. 71, § 37H 3/4: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in 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 1/2 of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on 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 ¾: Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, 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 Methuen Public Schools with regard to the long-term suspension.

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 Methuen 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 Methuen 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/her 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 Methuen 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/her 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.

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 1/2

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/Decision – Long-Term Exclusion – 37H 1/2 - The student shall receive written notification of the charges 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 the hearing, the Principal shall issue a written decision. The student shall also receive written notification of his/her 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/her 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/her 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 Methuen 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 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 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 the hearing, the Principal shall issue a written decision. The student shall also receive written notification of his/her 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/Expulsion - 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/her 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/her 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 Methuen Public Schools with regard to the expulsion.

Opportunity to Make Academic Progress

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

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

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other 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.

PROPER SCHOOL DRESS AND BELONGINGS

Parents and students should exercise their good judgment as to the safety, appropriateness, and health in student's clothing. Students should dress in a neat, clean and decent manner appropriate for school. Dress of an extreme nature of any type will not be allowed. Student dress should not cause a disruption to the educational climate of the school. Examples of inappropriate dress:

- clothing that refers to or advertises alcoholic beverages or drug culture;
- clothing with inappropriate messages; tank tops, shorts (at the discretion of the Principal), torn, tattered, or revealing clothing;
- hats may not be worn inside the building, with the exception of religious headwear.

Examples of Improper School Belongings:

- All electronic devices including, (but not limited to), cell phones, personal listening devices (e.g. iPods), audio and video devices, cameras, pocket lasers, electronic games, etc... are prohibited and will be confiscated. These items will be returned to parents upon request.
- No selling of items of any kind to other students is allowed.
- No toy weapons of any kind.
- No sharp objects.
- No items that could distract from the school day.

LOCKERS *(Please refer to School Committee Policy ADC)*

Upper School students will be assigned lockers by their homeroom teachers. Students should:

1. use only the locker assigned him/her
2. store only school materials and clothing in the locker
3. not leave personal items of value in the lockers

Students will be allowed to go to their lockers at the following times:

- a) before homeroom
- b) before and after lunch
- c) at dismissal
- d) at the discretion of the teachers

Backpacks will NOT be carried by students during the school day.

ACCESS TO STUDENT LOCKERS

For the convenience of students, the Methuen Public Schools does provide for the assignment of lockers to students for the purpose of storing lawful materials. For the purpose of this policy, the same guidelines that apply to student lockers will apply to student desks, physical education lockers or any property of the Methuen Public Schools that is, from time to time, put to student use.

It is the policy of the Methuen Public Schools that student lockers are the sole property of the Methuen Public Schools and are, as stated above, made available for the convenience of students and are not their private property. Further, the Methuen Public Schools asserts that it maintains control of lockers and students have no expectation of privacy in their school lockers. .

Consistent with this policy, students are hereby notified that school officials maintain the right to inspect and/or exercise their right to access and search lockers for any reason without the consent of the student. School officials have the right to cut off any non-school issued lock to a locker.

Revised & Readopted: September 9, 2019
Methuen Public Schools

STUDENT SEARCHES

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 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 will be conducted 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 will remain under adult supervision 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.

PARTICIPATION IN SCHOOL ACTIVITIES

Any student in Grades P-8 who is suspended one or more times during the school year may not be allowed to attend any school function. This decision is at the discretion of the Principal. The events that a student may not be allowed to attend include:

Student Dances, After-School Programs, School Picnic, Eighth Grade Class Party, Other Class Parties, Certain Field Trips, Field Day, etc.

Final Assembly: Grade eight (8) students who are not promoted (fail two or more academics) will not attend the Final Assembly.

BUS INFORMATION AND CODE OF CONDUCT

Buses are a special service provided by the City of Methuen. Rules must be followed by bus riders so that the trips to and from school are safe and enjoyable for everyone. All school rules shall remain in effect on school buses and at school bus stops. Parent(s)/Guardian(s) should be aware that the right to ride a school bus may be temporarily or permanently revoked if the "School Bus Code; General Rules for Student Conduct" or other school rules are violated. Anyone who violates these rules will not be able to ride the bus. If bad behavior on the bus or at the bus stop is severe, it is cause for a possible out-of-school suspension as well as a suspension from the privilege of riding the bus.

- **Please note that all buses may be equipped with either a video monitor or a hired monitor enabling school personnel to view/review information on activities on each bus as appropriate. Parent(s)/Guardian(s) are not allowed to view videos due to student confidentiality laws.**

Parent(s)/Guardian(s) are responsible for the safety of their children from the time they leave home in the morning, until the time they board the school bus; and at the end of the school day, from the time the school bus departs the bus stop and the children reach home. Once the child enters the school bus, the responsibility generally lies with the bus driver and the bus contractor.

For the safety and welfare of our students, we would remind you that Massachusetts law prohibits the unnecessary idling of motor vehicles on or within 100 feet of school property. M.G.L. c. 90, §16B prohibits operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine

cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles. Fines of up to \$100 may be imposed for a first offense and \$500 for second and subsequent offenses.

If you have transportation concerns, you are welcome to call your School Principal, the School Districts' Central Administration Office at 978-722-6003 or Trombly Bus Company at 978-937-3422.

I. Student Eligibility

- A. Transportation shall be furnished by the Methuen Public Schools to:
 - 1. High School and Upper School students, grades 5 through 12 living more than two miles from their assigned schools.
 - 2. Elementary school students, grades K through four, living more than 1 mile from their assigned schools.
- B. Eligibility distances, in all disputed cases, shall be measured from the end of the pupil's drive area to the entrance portal of the school by the most direct, traveled route. This traveled route may be roads or walkways.
- C. Parent(s)/Guardian(s) or other adults who are designated as chaperones may ride the bus during the school day for an educational field trip. Parent(s)/Guardian(s) may **not** enter school buses when buses are being used to transport children to and from school on their normal runs.

II. Bus Routes and Stops

- A. Routes will be planned so that a maximum number of children are picked up and discharged at the nearest spot to their home.
- B. Request for extension of existing routes should be submitted to the Central Administration Office at 978-722-6013. Criteria for granting such requests are as follows:
 - 1. The distance between the home and the closest designated bus stop must exceed one mile. This traveled route may be roads or walkways.
 - 2. If the bus must turn around, a safe and adequate turning place must be available.
 - 3. The turn from the existing route and entrance back onto the existing route must be safe.
- C. Exceptions to the distance a pupil must live from the school or an established route may be made for disabled and special education pupils, or where the safety of the pupil is jeopardized by an exceptional hazard.
- D. Bus stops shall be located, whenever possible, at points where vision is unobstructed in both directions and room is available for children to stand off the traveled portion of the road while waiting for the bus. To provide minimum obstruction to traffic flow and minimum time to complete the run, the bus stops for all children shall be designated at least a quarter of a mile apart. Exceptions may be made, at the discretion of the Transportation provider and Central Administration Office at 978-722-6013 in concert with the Methuen Police Department, where unusual conditions exist.

III. School Bus Code: General Rules for Student Conduct (Policy JCDAD-R)

Bus drivers are in complete charge of school busses. Students are expected to cooperate with them in every way for their own safety as well as the safety of others. The bus driver must be obeyed at all times. Misconduct, carelessness and thoughtlessness are hazards to the safe operation of the school bus. Bussing is an integral part of the total school program; the driver,

who is an adult in a position of authority within the Methuen Public Schools, must insist on appropriate behavior. All school rules remain in effect on the school bus.

1. **All grade K, 1 and 2 bus riders must be easily identified as to bus route number. Each child must wear a badge with his/her bus route number on it; these badges will be provided by each school. These Students must be picked up from their respective bus stops by a parent, guardian or older sibling, 5th grade or higher. If no one is there to receive the child, the child will be brought back to the school. In the event that school personnel are not available, the child will be brought to the central office until such time that a parent/guardian can pick up the child. At 5 PM, the close of the day at central office building, the child who is not picked up by an adult will be transported to the police station to await the arrival of the parent/guardian.**
2. Students should follow correct safety procedures when walking to and from a bus stop.
3. Students must be on time at bus stop locations and shall not play when waiting for the bus.
4. Students will enter and leave the bus at school loading stations and at street bus stops in an orderly fashion and in accordance with instructions, without haste and without loitering, without crowding and without pushing, with each student showing due regard for his/her own safety and the safety of others.
5. Students will go directly to an available seat upon entering the bus and remain seated until the bus has stopped.
6. Students shall refrain from shouting and other boisterous activity, shall refrain from talking to the bus driver while the bus is in motion except for emergencies, and shall keep their hands to themselves.
7. Students shall neither purposely nor carelessly destroy property nor deface the bus in any manner.
8. Students shall keep feet off the seats.
9. Students shall keep sharp objects off upholstery.
10. Students shall not extend arms or other parts of body out through the windows, and shall leave the windows alone unless instructed by the bus driver.
11. Students shall not throw objects about in the bus nor out through the windows.
12. Books and other property should be properly stowed on laps.
13. Students shall not smoke, light a match, cigarette lighter or other flammable object.
14. Students shall not fight, use indecent or abusive language or molest others.
15. Students shall not open the emergency door without authorization from the bus driver, school or other official, or unless an emergency exists, then students should follow standard bus evacuation drill procedures.
16. Students leaving the bus who cross the road must do so ten feet in front of the bus immediately after leaving the bus, after being signaled to do so by the bus driver.
17. A Bus Conduct Report will be issued to all students violating the School Bus Code with a copy given to the Parent(s)/Guardian(s), school Principal, and Bus Company.
18. Any student, while under suspension from riding his/her bus, is not allowed to board another bus. If a student does board another bus while under suspension, he/she will receive additional suspension of riding privileges.
19. Students boarding a bus with ice skates shall not be allowed to ride the bus unless the blades of the ice skates are suitably covered with skate guards or unless the ice skates are in an equipment bag.
20. Students may not eat, drink or chew gum on the bus.
21. All school Principals are to keep a record of School Bus Code infractions and shall send a written notification to Parent(s)/Guardian(s) of each violation and accompanying disciplinary action.

IV. For Parent(s)/Guardian(s):

1. Parent(s)/Guardian(s) should be reminded that Massachusetts law makes Parent(s)/Guardian(s) of non-emancipated children under age 17 and over age 7 years liable in a civil action for any willful act committed by their child which results in injury or death to another person or damage to the property of another up to the amount of \$5,000.00.
2. The school bus driver and the bus company must conform to all applicable laws, rules and regulations of the Commonwealth of Massachusetts General Laws and Regulations of the Department of Education Pupil Transportation Guide and Registry of Motor Vehicles pertinent to transportation of students, City of Methuen, and the Methuen School Committee, including that which prohibits bus drivers from smoking on bus. If you believe that a violation exists, or if you have a complaint involving a bus driver or the bus company, please notify the school Principal or Central Administration Office at 978-722-6013 immediately.
3. Parent(s)/Guardian(s) are reminded that, although a student's riding privileges are suspended, he or she is required to attend school on time.

V. Discipline for Violation of Bus Conduct Rules or Other School Rules

Parent(s)/Guardian(s) of children whose pattern of behavior and misconduct on school busses and at bus stops or walking to and from bus stops endangers the health, safety, and welfare of other students will be notified that their children face the loss of riding privileges in accordance with the Parent/Student Handbook school discipline code and applicable bus conduct rules.

- The bus driver must issue a Bus Conduct Report to the building Principal about any students violating the School Bus Code. Parent(s)/Guardian(s) are to be notified prior to a bus suspension and sent a copy of the Principal's action for the violation. The building Principal, using the Parent/Student Handbook school discipline code and applicable School Bus Code: General Rules for Student Conduct as a guideline is to determine an appropriate consequence based upon the child's overall behavior.

The Parent(s)/Guardian(s) of a pupil who has been denied the right to ride a school bus for disciplinary reasons may appeal to the building Principal.

It is the Parent(s)/Guardian(s)'s responsibility to provide transportation to and from school for that pupil for the period of suspension.

VI. Transportation Disciplinary Guidelines

These guidelines have been broken down into two levels. The guidelines are intended to serve as a general guideline and shall not limit the authority of school official to impose more or less severe sanctions dependent on the individual circumstances. These guidelines will be applied in conjunction with the Methuen Public School's *Student/Parent Handbook* policy.

BUS BEHAVIOR INFRACTIONS

| LEVEL II INFRACTIONS | LEVEL I INFRACTIONS |
|---|--|
| Improper boarding/departing procedures Unnecessary noise Refusing to obey the driver Improper bus line behavior Littering Riding another bus route without authorization from the building Principal. Other School Bus Code: General Rules for Student Conduct infractions as reported by the bus officials | Smoking, lighting matches or playing with hazardous items on the bus Fighting, pushing, tripping Vandalism Failure to remain seated Other behavior relating to safety Bullying/harassment behaviors Tampering with bus equipment Throwing object in or out of the bus Spitting Use of obscenities or abusive language toward bus occupants Other School Bus Code: General Rules for Student Conduct infractions as reported by the bus officials |

Below are the guidelines that Principals/Administrators will use to determine appropriate bus behavior consequences.

BUS BEHAVIOR CONSEQUENCES

| | 1ST REPORT | 2ND REPORT | 3RD REPORT | 4TH OR MORE REPORTS |
|-----------------|---|------------------------------------|--|--|
| LEVEL II | •Warning | •Warning or 1-3 day bus suspension | •Warning or 1-5 day bus suspension | •Warning or up to a 20 day bus suspension |
| LEVEL I | •Warning or up to a 20 day bus suspension | •Up to a 20 day bus suspension | •Up to a 20 day bus suspension •Possible loss of bus service for the remainder of the school year | •20 day minimum bus suspension •Possible loss of bus service for the remainder of the school year |

Note: Anytime a student defaces a bus, or any part thereof, or destroys property, in the principal's discretion, restitution must be made by his/her Parent(s)/Guardian(s) and the student may **not** be allowed on the bus after his/her suspension has been served and until such restitution is made.

Revised & Readopted December 9, 2019
Methuen Public Schools

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under § 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or that would constitute a change in placement. The following additional requirements apply to the discipline of students with disabilities:

1. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a “change of placement,” building administrators, the parent(s)/guardian(s) and relevant members of the student’s IEP or 504 Team will meet to conduct a Manifestation Determination Review. In most instances, the student has the right to receive appropriate alternative educational services during any days of exclusion in excess of ten (10) days in a given school year.
2. If building administrators and relevant members of the student’s IEP or 504 Team determine that the student’s conduct was not a manifestation of the student’s disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs and 504 plans. The student’s IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
3. If building administrators and relevant members of the student’s IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student’s disability, the student will not be subjected to further removal or exclusion from the student’s current educational program for that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) unless the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student’s placement. The student’s Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
4. If a special education student possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

M.G.L. c.71, §370 (Bullying: policy and training requirements)

The Methuen Public Schools endeavors to maintain a safe learning environment where students can achieve the highest academic standard. The Methuen Public Schools is committed to creating an environment in which every student develops emotionally, academically, and physically, in a caring and supportive atmosphere, free of harassment, intimidation, bullying or cyber-bullying. To that end, bullying, cyberbullying and/or retaliation shall be prohibited.

Definitions

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her

property;

- creates a hostile environment at school for the target;
- infringes on the rights of the target 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 knowingly impersonates another person as the author of posted content or messages, if the creation of 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 cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used, it is to intended denote either bullying or cyber-bullying.

“Aggressor” is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

“Retaliation” means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying.

“Target” means a student victim of bullying or retaliation.

Prohibitions

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Methuen Public Schools.

Bullying and cyber-bullying 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 Methuen Public School district if the act(s):

- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; and/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 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 reviewed and updated at least biennially.

Each Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school. To make a report of bullying please contact the building principal or complete and submit the following form to the building principal: <https://drive.google.com/file/d/0B2Rvfg0aODAzcFR0NXNwVWZ6Ukk/view>

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. This written notice may be provided through 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. The School Committee Policy #JICFB - Bullying Prevention and Intervention Plan shall be posted on the Methuen Public Schools website at:

<https://sites.google.com/a/methuen.k12.ma.us/mps/district/mps-policies>

GENERAL POLICIES

ALL BEHAVIOR ISSUES WILL BE REFERRED TO OUR DEAN OF STUDENTS

EARLY DISMISSAL

When it becomes necessary to dismiss a student from school because of illness the school will contact the parent or guardian.

When it is necessary to be dismissed early for a doctor's appointment or other personal business the student must bring a **note** from the parent or guardian stating the reason for early dismissal.

PHYSICAL EDUCATION UPPER SCHOOL/LOWER SCHOOL

The physical education program in the Methuen Upper Schools is geared not only to develop the student physically but also to increase his/her awareness of good sportsmanship. Each student will be scheduled for two blocks of gym each cycle/week.

Physical education classes are mandatory for all students with the exception of those who present medical excuses. If a student is going to miss more than two class meetings in a row, his/her excuse should come in written form from a physician.

It is strongly recommended that regulation uniforms be worn by students. Uniforms consist of blue and white Methuen shorts and tee shirts, white socks and sneakers.

Lower school students are not required to wear gym uniforms; however, sneakers must be worn on gym days.

Students must report any accident or injury IMMEDIATELY to a member of the physical education staff so that proper treatment may be provided.

STUDENT COUNCIL (Upper School)

Student Council is the center of a well-rounded school.

- It should reach out to the entire student body surrounding all activities within the school.
- It should be the communications center.
- It should have a committee to handle every situation.
- It should be handled by students and teachers alike sharing in successes and failures, making decisions which are the best for our school.
- It should be representative of the total school population and not of certain segments of students.

One student in each homeroom will be elected as a homeroom representative. From the elected council of homeroom reps, the officers will be chosen as an executive committee of the council. Further information will be distributed to classes in the fall.

REPORT CARDS

Report cards are issued for grades K through 8 three times a year. Standards based report cards are issued in grades K-6 and traditional letter grades are issued in grades 7 and 8.

Grades 7-8 Grading Scale

| | |
|-----|-------------------|
| A | Excellent |
| B | Above Average |
| C | Average |
| D | Needs Improvement |
| E/F | Failure |

Grades 1-6 Grading Scale

OVERALL ACHIEVEMENT LEVELS KEY

EXC—EXCELLING (E)

Student's achievement consistently exceeds the standards for this grade level.

CPT2 (A) ◀CPT1 (B)—COMPETENT

Student's achievement consistently meets and sometimes exceeds the standards for this grade level.

DEV2 (C) ◀DEV1 (D)—DEVELOPING

Student's achievement is developing but does not regularly meet the standards for this grade level.

BGN—BEGINNING (F)

Student's achievement does not meet the standards for this grade level.

Please refer to the Overall Achievement Levels Rubric for more information.

STANDARDS RATINGS

AS—ABOVE STANDARD: The student consistently demonstrates an understanding of concepts and skills beyond what is expected for the grade level.

ST—AT STANDARD: The student demonstrates an understanding of the concepts and skills expected for the grade level.

PS – PROGRESSING TOWARDS STANDARD: The student is progressing towards the standard appropriately but has not yet met the standard.

NS—NOT AT STANDARD: The student has not yet demonstrated an understanding of the concepts and skills expected for the grade level.

HONOR ROLL REQUIREMENTS/GUIDELINE for GRADES 5 and 6:

Scholars' Club

Excelling (EXC) in at least 3 of the following 5 categories: Reading, Written Composition, Mathematics, Science, Social Studies; *Competent 1 or 2 (CPT)* in any categories not rated Excelling

At least *At Standard (ST)* in all specialist subjects

All Outstanding (O) or Satisfactory (S) in the criteria under *Responsibility for Behavior and Responsibility for Learning*

High Honors

Excelling (EXC) in 1 of the following 5 categories: Reading, Written Composition, Mathematics, Science, Social Studies; *Competent 1 or 2 (CPT)* in any categories not rated Excelling;

At least *At Standard (ST)* in all specialist subjects;

All Outstanding (O) or Satisfactory (S) in the criteria under *Responsibility for Behavior and Responsibility for Learning*.

Honors

Competent 2 (CPT2) for 3 of the following 5 categories: Reading, Written Composition, Mathematics, Science, Social Studies; *Competent 1 (CPT1)* in any categories not rated *Competent 2 (CPT2)*;

At least *At Standard (ST)* in all specialist subjects;

All Outstanding (O) or Satisfactory (S) in the criteria under *Responsibility for Behavior and Responsibility for Learning*.

Achievement List

Minimum of *Competent 1 (CPT1)* in all academic subjects;

At least *At Standard (ST)* in all specialist subjects;

All *Outstanding (O)* or *Satisfactory (S)* in the criteria under *Responsibility for Behavior and Responsibility for Learning*.

HONOR ROLL REQUIREMENTS FOR GRADES 7 and 8:

In order for a student to attain honor roll status he/she must be in the Upper School and receive A's and B's in academic subjects. Academic subjects include: English, Mathematics, Science, Social Studies, Grade 8 Spanish I (if enrolled).

SCHOLARS CLUB All A's academic subjects

HIGH HONORS A minimum of 3 A's, remaining grades of B in academic subjects.

HONORS A minimum of B's in academic subjects

Grades of D or E/F in any subject, including specials, will keep a student from the honor roll.

In order to be placed on one of the above Honors list, students may not receive lower than a C in any "special subject" (i.e. Art, Music, etc...).

Advanced Math/Algebra class is a regular Math class. The grade is not weighted any differently. Thus, an A=A and a B=B.

Progress reports for students receiving special education services are issued in accordance with the requirements of federal and state laws and regulations.

HOMEWORK GUIDELINES

Homework may be assigned on a regular basis as early as first grade. It provides reinforcement of concepts, practice of skills, and study discipline. Homework done with care and diligence is an important ingredient for success in school. Therefore, students are required to complete and pass in all assignments. The homework times described below are meant to be a general reference and not to mandate the time spent completing homework.

The Methuen Public School System's Homework Guideline uses the suggested following formula for determining the length of nightly homework assignments: (The grade level times 10):

| | |
|-------------|------------|
| Grade One | 10 minutes |
| Grade Two | 20 minutes |
| Grade Three | 30 minutes |
| Grade Four | 40 minutes |

Parents can help their children to form good study habits by providing a quiet area for study, setting the time for study, and making sure the proper time is spent on homework assignments.

The **SUGGESTED** home study guide for the Upper School is as follows:

| | |
|-------------|----------------------|
| Grade Five | 50 minutes per night |
| Grade Six | 60 minutes per night |
| Grade Seven | 70 minutes per night |
| Grade Eight | 80 minutes per night |

EXTRACURRICULAR CODE OF CONDUCT

Methuen Public School students are expected to conduct themselves in a manner which will bring credit to, and reflect positively upon themselves, their school, their families and their community. Furthermore, participation in any school sponsored activity is a privilege, not a right, extended to all Methuen Public Schools students. Those students who exercise the privilege of participation in school sponsored extra-curricular activities assume total responsibility for their behavior. Methuen Public Schools' nonacademic and extracurricular services and activities are provided in such a manner as necessary to afford students with disabilities an equal opportunity for participation. Please note there is no inherent right to participate in extracurricular activities and it is within the governing agency's (e.g, MIAA, NHS) and/or the school's discretion to exclude a student from interscholastic and extracurricular activities consistent with [School Committee Policy JCDA](#) found on our webpage:

ALCOHOL, TOBACCO AND OTHER DRUG USE BY STUDENTS PROHIBITED POLICY

Consistent with [School Committee Policy JCDAB](#), a student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away **but not limited to: any beverage containing alcohol; any tobacco product; any vapor/E-cigarettes, drug paraphernalia and/or similar products that rely on vaporization or aerosolization; marijuana; CBD oil; steroids; narcotics; illegal drugs; any controlled substance; or any other related items.** The School Committee prohibits the use or consumption by students but not limited to: any beverage containing alcohol; any tobacco product; any vapor/E-cigarettes, drug paraphernalia and/or similar products that rely on vaporization or aerosolization; marijuana; CBD oil; steroids; narcotics; illegal drugs; any controlled substance; or any other related items on school property, at any school function, or at any school sponsored event. Additionally, any student who is under the influence of drugs, alcoholic beverages or any related items listed in this policy, prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

POSSESSION OF FIREARMS

The following paragraph was added to M.G.L. c269 s.10 by Chapter 150 of the Acts of 1987.

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

**TOY GUNS OR WEAPONS OF ANY KIND (INCLUDING WATER PISTOLS)
ARE NOT ALLOWED IN SCHOOL OR ON SCHOOL BUSES.**

HAZING

Activities involving hazing by any and all Methuen Public School students or groups, and by those groups or individuals using or renting school facilities is prohibited. At the High School and middle school levels, annual notice of this policy and the text of M.G.L., Chapter 269, Sections 17-19, will be distributed annually as part of student handbooks which are annually submitted to the Massachusetts Department of Education Bureau of Student, Adult and Community Services. An individual student sign-off provision will be included and placed on file in the office of the building Principal.

Group and individuals using or renting Methuen Public Schools' facilities will be supplied with a copy of the above law and part of the rules and regulations governing the use of school facilities.

Law: CRIMES AGAINST PUBLIC PEACE

269-17, 18, 19

§17 HAZING; ORGANIZING OR PARTICIPATING, HAZING DEFINED Adopted: May 27, 1986 Methuen Public Schools

HAZING – M.G.L.

If a student is found to have organized or participated in the crime of hazing, he/she will be suspended in accordance with the school decorum code and law enforcement officials will be notified.

Chapter 269, Section 17-19 An Act Prohibiting the Practice of Hazing

Section 17: Hazing: organizing or participating: hazing defined

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

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

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

Section 18: Failure to report hazing

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

Section 19: Compliance Statement and Discipline Policy

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its

name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

TOBACCO FREE WORKPLACE *(Please refer to [School Committee Policy #ADC](#))*

Smoking by students and all other individuals is not permitted in or near any Methuen public school or elsewhere at a school-sponsored function. Condoning smoking by young people on school grounds would be imprudent and wrong for legal, ethical, moral, psychological, physiological, pedagogical, and economic reasons.

The Education Reform Act of 1993 requires all public schools to be smoke free. Pursuant to Chapter 71, Section 37H of the Massachusetts General Laws, the following policy on Tobacco Products has been adopted by the Methuen School Committee. The Methuen Public Schools, supported by the Methuen School Committee are committed to having a smoke and tobacco free environment. Therefore, the possession or use of any tobacco product, including electronic cigarettes/vaporizers within the school buildings, school facilities, or on school grounds, or on school buses by any individual is prohibited at all times. **Also, any student who is in close proximity of other students who are smoking may be subject to disciplinary action.** Cigarettes, lighters, and other smoking paraphernalia will be confiscated.

USE OF TOBACCO IN PUBLIC SCHOOLS-Definitions

- School: Public primary, secondary, and vocational schools located in Methuen
- School – Sponsored Activity: An activity at least partially funded or controlled by a school or a parent-teacher organization to which students are invited and which occurs off school grounds such as a field trip, class picnic or prom.
- School Ground: Property owned or controlled by a school within 100 feet, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and parking lots. School grounds shall not mean any university property, college property, or adult education facility except during the time that these areas house public primary, secondary or vocational school programs.
- School Personnel: A person who performs services for a public school in Methuen, including but not limited to principals, associate principals, teachers, teacher’s aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers and interns.
- Student: A person enrolled at any primary or secondary school in Methuen.
- Tobacco Product: Cigarettes, cigars, chewing tobacco, pipe tobacco, bidis, snuff, or tobacco in any of its forms, or any product containing tobacco or nicotine (including but not limited to e-cigarettes, vaporizers, or other nicotine-delivery devices). Possession of a nicotine-delivery device, including but not limited to vaporizers, is a violation of this policy.
- Tobacco Use: The inhaling, exhaling, chewing or burning of any form of tobacco. Additionally, if an administrator witnesses tobacco smoke coming from a lavatory stall, he will anticipate tobacco use.
- Visitor: A person on school grounds who is not a student or school personnel.

TOBACCO PRODUCT USE PROHIBITED

No student, school personnel, or visitor shall use a tobacco product at any time while on school grounds or at school-sponsored activity as defined above.

HARASSMENT POLICY

DEFINITIONS

For the purposes of this procedure:

- A. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school district.
- B. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- C. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other

verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile as referenced in paragraphs B and C, the school district examines the context, nature, frequency, and location of the incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

DISCRIMINATION, HARASSMENT AND RETALIATION PROHIBITED

Harassment and discrimination in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this procedure is unlawful and will not be tolerated by the Melrose Public Schools.

Persons who engage in harassment, discrimination 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.

For the purpose of this Procedure, the term "Principal" shall mean "Principal or designee."

- A. The complainant shall file within thirty (30) days of the alleged harassment. Complaints of harassment or discrimination based on race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion should be made to the Civil Rights Coordinator, Director of Student Services, 10 Ditson Place, Methuen, MA (978) 722-6014. The Civil Rights Coordinator is also available to discuss any concerns you may have and to provide information to you about the policy against discrimination and harassment and our complaint procedure. The complainant may, however, file a complaint directly with the Superintendent of Schools at his/her option. In the case of a student, the complaint may, initially, be discussed with any responsible adult with whom the student is comfortable. This adult will then serve as the liaison between the student and the responsible Coordinator. The liaison must document the incident in a written form and submit the form to the appropriate Coordinator within one working day of the receipt of the complaint.
- B. Informal Process: If the District concludes that it is possible to resolve a matter, whether after formal complaint or an informal report, in a prompt, fair and adequate manner through an informal process involving and with the consent of the alleged victim and alleged offender, the District may seek to do so. The informal process is voluntary and the alleged victim and/or alleged offender may terminate or decline any informal process at any time, without penalty. No person reporting that he or she has been sexually assaulted will be asked to work out the problem directly with the individual alleged to be harassing him or her.

- C. **Formal Process:** A formal complaint shall state (if known to the reporter or alleged victim) the name(s) of the persons involved and witnesses to the conduct, describe the conduct, identify, to the extent possible, the dates and locations of the conduct. The complaint shall be signed and dated by the reporter and/or alleged victim. Complaints will be investigated promptly and equitably by the Civil Rights Coordinator or Principal. Investigations may be initiated whenever warranted, in the absence of a formal complaint, or after a formal complaint has been withdrawn. Where an alleged victim specifically requests that a complaint not be investigated, an investigation may be initiated if the Civil Rights Coordinator or Principal determines that the facts warrant an investigation. The Civil Rights Coordinator or Principal will take into account concerns articulated by the parties, the best interests of the community, fairness to all concerned, and the District's legal obligations under applicable state and federal laws.
- D. **Initial Assessments:** The Civil Rights Coordinator or Principal will make an initial assessment following a complaint. Based on that assessment, the Civil Rights Coordinator or Principal may act as follows: (a) if the conduct, even if substantiated, would not constitute harassment or discrimination, the Civil Rights Coordinator or Principal may dismiss the complaint; (b) if the alleged conduct (or complaint) is could not, even if true, constitute discrimination or harassment, but is within the scope of another procedure, the Civil Rights Coordinator or Principal may refer the matter to the appropriate personnel; (c) if the Civil Rights Coordinator or Principal concludes that it is possible to resolve the complaint in a prompt, fair and adequate manner through an informal process involving and with the consent of both parties, the Civil Rights Coordinator or Principal may seek to do so in accordance with Section B, above; or (d) if the alleged conduct, if substantiated, would constitute discrimination or harassment, the Civil Rights Coordinator or Principal will initiate an investigation. The Civil Rights Coordinator or Principal may also identify and initiate any appropriate interim measures.

The Coordinator shall conduct an investigation of the harassment'/discrimination complaint within fifteen (15) school working days. During the investigation, the alleged victim shall be provided with an opportunity to be heard and have the opportunity to identify witnesses and other relevant evidence to the investigator; the alleged offender will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration; 3) the privacy rights of the parties shall be maintained in accordance with applicable state and federal laws. Such investigation may consist of, but not be limited to, the following actions:

1. Interview (s) with the complainant.
 2. Interview (s) with the individual alleged to be the harasser.
 3. Interview (s) with other employees, students or witnesses.
 4. Interviews with other individuals at the discretion of the Coordinator
 5. Review of pertinent records.
- E. **Standard of Proof:** The investigation shall made factual findings based on a preponderance of the evidence standard.
- F. If the investigator determines that discrimination or harassment has occurred, the school district administration shall take steps to eliminate the discriminatory or harassing environment, which shall include but is not limited to:

1. Identifying what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
2. Informing the alleged victim and alleged offender of the results of the investigation (in accordance with applicable state and federal privacy laws) in accordance with the above timelines.

The school district administration may also refer the offender for disciplinary procedures to be conducted in accordance with federal and state law. Nothing in the Procedure shall be interpreted as limiting or prohibiting the District's ability to take appropriate disciplinary action against the offender in accordance with the applicable code(s) of conduct or employment contracts or policies, where appropriate, prior to completion of the investigation, in accordance with the due process rights of employees and students, as applicable.

Revised & Readopted: September 9, 2019
Methuen Public Schools

CIVIL RIGHTS – EQUAL OPPORTUNITIES AND STATEMENT OF NON-DISCRIMINATION

The Methuen Public Schools does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. Accordingly, 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 or in employment in its services in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II); or on the basis of age, in accordance with the Age Discrimination Act of 1975 (Age Discrimination Act) and the Age Discrimination in Employment Act of 1967. Nor does it discriminate on the basis of race, color, sex, religion, national origin, gender identity or sexual orientation, in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c. 76 s. 5) and M.G.L. Chapter 151B. In addition, the District provides equal access to all designated youth groups. The District also does not discriminate against students on the basis of homelessness in a manner consistent with the requirements of the McKinney-Vento Act. Similarly, consistent with the requirements of federal and state law, the District does not discrimination against students on the basis of pregnancy.

The Methuen Public Schools have duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding employment activities, employees should contact: Ms. Gina Bozek, Director of Student Services, Methuen Public Schools, Methuen, Massachusetts, and the Coordinator for compliance issues regarding employment. For compliance issues regarding educational activities, contact the building Principal or the Director of Student Services, Methuen Public Schools, Methuen, Massachusetts. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer.

NON-DISCRIMINATION AND HARASSMENT POLICY

The Methuen Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age or immigration status. The Methuen Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

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

In addition to designating at least one administrator to handle inquiries regarding the District's non-discrimination policies, the Superintendent shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual interested in filing a complaint that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, disability, or immigration status, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

The student handbooks and grievance procedures shall identify the name, office address and telephone number for the compliance officer(s) for the above-referenced statutes and this policy and be posted on the District's website.

LEGAL REFS.: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g) (4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011; MLG c. 71, s370; 42 USC s. 2000c et seq.; 42 USC s. 2000d et seq.; 20 USC s. 1701 et seq.; M.G.L c. 71, Sec. 84.
Adopted August 24, 2020
Methuen Public Schools

[CLICK HERE: TITLE IX SEXUAL HARASSEMENT GRIEVANCE PROCEDURE](#)

[CLICK HERE: CIVIL RIGHTS GRIEVANCE PROCEDURE](#)

MESSAGE TO PARENTS REGARDING OUR HEALTH PROGRAM

Dear Parent/Guardian:

The Upper School health program is structured so that students take it on a rotating basis throughout the school year. Your child is currently taking health as part of his/her academic program. The topics discussed at this grade level are age appropriate and have been approved by the Methuen School Committee. The purpose of this letter is to inform you that within the next few weeks the topic of adolescent growth and development will be discussed.

The purpose is to help each child have a better understanding of the emotional and physical changes that take place during puberty. The role of the school is to supplement and support the information that parents give their children and it is hoped that you will discuss this topic with your child to instill your moral and personal views. If you would like materials to use in the discussion with your child, they will be available at the main office of the school.

In accordance with General Laws Chapter 71, Section 32A, the Methuen Public Schools would like to inform you that it is your right to inspect and review program instruction materials for the curriculum by making arrangements with the building Principal. Parents also may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality 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.

If you have any questions, please feel free to call the health educator at your child's school:

Comprehensive Grammar School
978-722-9051

Marsh Grammar School
978-722-9076

Timony Grammar School
978-722-9001

Tenney Grammar School
978-722-9026

or

Assistant Superintendent of Curriculum, Instruction, Assessment & Grants at 978-722-6007.

Thank you for your continued support of the Methuen Public Schools. It is greatly appreciated.

Sincerely,
Supervising Principals
Health Education Teachers

PHYSICAL RESTRAINT

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such 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. When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02. The use of mechanical restraint, medical restraint, and seclusion is prohibited. The use of prone restraint except as permitted under 603 CMR 46.03 or of any physical restraint in a manner inconsistent with the regulations at 603 CMR 46.00, is also prohibited.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate. The parent(s) and or guardian of any student who has been restrained will be notified as soon as is possible and no later than twenty-four hours after a restraint has occurred.

The Superintendent will develop procedures identifying: appropriate responses to student behavior that may require immediate intervention; methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals; descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations; descriptions of the school's requirements, follow-up procedures, and training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition and sending written notice to the parent within three school working days; procedures for receiving and investigating complaints regarding restraint practices; methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure; procedures for conducting periodic review of data and documentation on the use of restraint as required by the regulations; and the use of time-out as a behavioral support strategy, including a process for obtaining approval from the Principal or his/her designee for a time-out exceeding twenty (20) minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others. Physical restraint is prohibited when it is medically contraindicated as previously documented by a licensed physician.

The use of "time out" procedures during which a staff continuously observe and remain immediately available to the student shall not be considered seclusion restraint.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The School Committee policy relative to physical restraint is available at:

<https://sites.google.com/a/methuen.k12.ma.us/mps/district/mps-policies>

SOCIAL NETWORKING POLICY

1. Internet AUP still in force

This Methuen Public Schools policy is adopted in addition to, and not as a substitute for, the [School District's Internet Acceptable Use Policy](#), which governs use of the school district's technological resources.

2. General Concerns

The Methuen Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between teachers 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 staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the school district is concerned, and the educator should be concerned, that such activities may undermine the educator's authority to maintain discipline, encourage inappropriate behaviors and compromise the educator's ability to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the teacher'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. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

3. Expectations of Staff

With these concerns in mind, the Methuen Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks such as Facebook, Linked-in, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

1. Before endeavoring to establish any social networking account, teachers should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be "private" becomes "public" due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.
2. You must also know that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in person communication should be applied to online conversation: use discretion,

and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly “private.”

3. The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her “personal” Facebook identity or personal email account. He/she should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The “friends” associated with such educational Facebook account should only be members of the educational community, such as administrators, teachers, students, and parents of such students. It is strongly recommended that teachers will reject friend requests from individuals who do not fit into any of these categories.
4. At all times, and in the use of any form of communications, staff 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 of the Teacher’s Facebook “friends” associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.
5. Teachers are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one’s personal email account or social networking account to discuss school business with students and parents is discouraged. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email 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 email archiving system. We again remind teachers that information sent or received by them, even through personal email 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.
6. If a teacher conveys school related messages to students and parents on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and regard its privacy, as he/she would any other document concerning that student. The teacher should forward copies of any such emails or online communications to his or her school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or

received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.

7. 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 his/her teacher, and you should always conduct yourself in accordance with this understanding.
8. This policy is not intended to infringe upon a teacher's right to speak publicly on matters of public concern, or to communicate 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 your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen; 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.
9. Teachers are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which teachers serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school based email accounts, school provided telephones or school based web pages. In such limited circumstances, the district anticipates that teachers will make reasonable use of their cell phones or smart phones to convey time sensitive information on scheduling issues and the like.

10. Teachers may not access their personal email accounts or private Facebook accounts using school district computer resources.
11. 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.

12. In the use of your Facebook account or other social networking site, 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.
13. References to "Facebook" are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

Administrative Procedure #12-1

INTERNET AND INTRANET ACCEPTABLE USE POLICY

Introduction

The Methuen Public Schools (MPS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. Our goal is to promote educational excellence by encouraging and facilitating resource sharing, innovation, and communication. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

Internet use that is integrated into the school curriculum fosters the development of research and information skills, encourages critical and higher level thinking, and provides expanded educational opportunities for both students and staff. While supporting the rights of students and staff to use all available tools, the Methuen Public Schools recognize that there is material on the internet that is objectionable or devoid of educational value in the context of a school setting. The Methuen Public Schools have taken steps to restrict access to inappropriate or controversial material. In addition to utilizing an internet content filter, MPS staff will closely supervise students' use of the internet.

Although guidelines cannot totally eliminate the possibility of inadvertent or intentional access to such information, we believe that they can significantly limit such possibilities. The Methuen Public Schools believe that the access to valuable resources on the Internet far outweighs the concerns that the users may procure material that is not consistent with the educational goals of the Methuen Public Schools, and we intend to maximize the Internet's educational value.

The Methuen Public Schools will insure that it adheres to the most recent Children's Internet Protection Act (CIPA) requirements of 2001 by:

- implementing an Internet filter for the purpose of blocking access to visual depictions deemed obscene, child pornography, or harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes.
- providing for educating minors (in this case 'minors' refer to school aged children up to the age of 17) about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The MPS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- MPS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

MPS may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both school owned technology equipment utilizing the MPS network, the MPS Internet connection, and/or private networks/Internet connections accessed from school owned devices at any time. This Acceptable Use Policy also applies to privately owned devices accessing the MPS network, the MPS Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, MPS will seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

MPS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is

unnecessarily blocked, the user should submit a request for website review through the email link provided on all blocked pages.

Email

MPS may provide users with the privilege of email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and as a school department, all email communications are archived for seven (7) years.

Technology Specialists who operate the system have access to all mail, including deleted messages. Messages relating to or in support of illegal activities may be reported to the authorities. All communications and information accessible via the network should be considered public property; however, the use of another person's intellectual property without that individual's prior written approval or authorization is prohibited. The school district will completely and periodically delete information from the system.

Legal Implications of Electronic Mail (Email)

For the purpose of this policy email is defined as messages created and received on an electronic mail system. The email message may be text or word processing documents, spreadsheets or other data compilations transmitted through such a system.

Email created or received by an employee of a government unit is a public record. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics. G.L. c. 4, sec. 7(26). Email is therefore a public record and subject to the requirements of the Public Records Law G. L. C. 66. Email messages are subject to public access through the Public Records Law G. L. C. 66. Sec.10. A determination as to whether an email message is exempt from disclosure depends upon the content of the message. G. L.C. 4. Sec. 7(26)(a-m).

Email messages may be sought through the discovery process in litigation and may be admissible in evidence. Like all electronically created and stored records, email is subject to the rules of evidence and a judge will rule on its admissibility.

Refer to the Commonwealth of Massachusetts Public Records Division SPR- Bulletin No. 1-99 dated February 16, 1999 for additional information.

Network Accounts

Do not use another individual's account or password. Do not give your password to others. Attempts to log-on to the system as another user may result in cancellation of user privileges.

Network Use Limitations

The district's computer network may not be used to disseminate commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), or any other unauthorized materials. Staff and students may not use the school system's Internet connection to download games or other entertainment software or to play non-

educational games over the Internet. Additionally, you may not use the computer network to display, store or send (by email or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful.

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to, streaming music or videos for non- educational purposes, sending chain letters, spending, playing online games, or otherwise creating unnecessary loads on network traffic associated with nonbusiness-related uses of the Internet.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits that collaboration brings to education, MPS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally- identifying information online.

Mobile Devices Policy

MPS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, cell phones, e-readers, iPod touch) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Devices are to be used as part of classroom lessons upon teacher approval, and they should not be used in between classes or in the hallways or other common areas. Because of security concerns, when personally-owned mobile devices are used on campus, they must be used over the school network. Access to cellular connections is strictly prohibited. Gaming devices are prohibited.

All devices are on a use at your own risk policy. The School District is not accountable for loss, damage, theft, etc.

Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the MPS network, the MPS Internet connection, and private networks/ Internet connections while on school property. Virus protection for PC's is required.

Users who cannot access the MPS network or who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not MPS devices and the district is not allocating resources at this time to troubleshoot issues.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or attempt to download any programs to help remove the virus.

You are responsible for any misuse of your account, even if the inappropriate activity was committed by another person. Therefore, you must take steps to ensure that others do not gain unauthorized access to your account. In addition, you may not use your account to breach security of another account or attempt to gain unauthorized access to another network or server.

Your password provides access to your account. Sharing your password and account access with unauthorized users is prohibited. You should take care to prevent others from using your account by keeping your password secure since you will be held responsible for such use. Do not leave an unsupervised computer logged on to the network.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

MPS makes an attempt to protect private information but users who submit personal information online do so at their own risk.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained. (Please refer to page 42)

Social Media Policy

The district has a separate Social Media Policy that applies to all staff, and may have implications for students. By signing the Acceptable Use Policy users are acknowledging they have been made aware of the Social Media Policy and agree to abide with the requirements of the Social Media Policy. Violations of the Social Media Policy are in effect violations of the Acceptable Use Policy.

Vandalism

Any verified acts of vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Methuen Public Schools' network, or other networks that are connected to our system through the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Privacy

Staff and students are given access to computers and the Internet to assist them in furthering the educational process. Users should have no expectation of privacy in anything they create, store, send or receive using the district's computer equipment. In addition the district, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use.

Methuen Public Schools is committed to protecting private information of staff and students contained within emails or other online transmissions.

While we cannot guarantee the privacy or confidentiality of information within electronic documents, which is public information, the following procedure will help to protect the privacy and confidentiality of such information.

1. Remember when sending emails regarding students to use **ONLY** the student identification numbers and the first initial of both their first and last name eg: John Smith would be J.S.#12345.
2. Remember when sending emails regarding staff to use **ONLY** the staff member's initials and job eg: John Smith teacher would be J.S. teacher.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.
- ✓ This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

Examples of Unacceptable Use

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- ✓ Create a personal mobile “hot-spot” or use a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- ✓ Create, distribute or deploy multi-user servers or gaming software on or within the MPS network.
- ✓ Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- ✓ Use of obscene, inflammatory, harassing, threatening, or abusive language or images
- ✓ Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post or otherwise disclose personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn’t intended for my use.
- ✓ Access materials or use email for nonacademic purposes or for purposes that are not approved by the staff member in charge
- ✓ Tamper with data and files being used by others.
- ✓ Use school accounts for personal messages, political lobbying, union messages, gambling, or business transactions, advertising, or commercial (offering or providing products or services) activities.
- ✓ Use or transmit materials that violates copyright laws

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

MPS will not be responsible for damage or harm to persons, files, data, or hardware.

While MPS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. MPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension or termination of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

The Methuen Public Schools will provide staff with Internet guidelines and training and support in the appropriate and effective use of the internet. The school system will inform parents about Internet guidelines through the use of letters, school newsletters, and handbooks. Additionally, the Methuen Public Schools will continually evaluate tools and software which can potentially assist staff in implementing guidelines, effectiveness, manageability, and any cost for initial purchase and upgrades will be considered.

LEGAL REF: Children's Internet Protection Act (CIPA), MSC Policy # IFBEC and MSC Policy #IFBED

Administration Procedure #13-2

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 to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Methuen Public Schools will develop and adopt 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 are 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

DISTRICT-WIDE CURRICULUM ACCOMMODATION PLAN (D-CAP)

In accordance with M.G.L. c.71, §38Q1/2 and 603 CMR 28.03(3), the Methuen Public Schools has developed and adopted a district-wide curriculum accommodation plan to meet the needs of diverse learners in the general education environment. Responsibility for implementation of this curriculum accommodation plan in each school building is the responsibility of the building principal. For more information regarding the specific services that may be available, please contact the guidance department or building principal.

WELLNESS POLICY

The Wellness Policy is a state mandated document that addresses the school system's efforts to maintain a safe and healthy environment for students, school staff and the community who utilizes school grounds. The goal of the Wellness Policy is to promote overall wellness, protect students, and combat childhood obesity. A team of food service providers, physical education teachers, school health professionals, health and wellness teachers, parents, students and school administrators develop policies that support the nutritional and physical activity needs of the students. The Methuen Public Schools Wellness Policy can be found on the MPS website and the following link:

https://drive.google.com/file/d/0B7uCpd_ZB63zU3ZUNW5XVXBDams/view?usp=sharing