

P. BRENT TROTTIER MIDDLE SCHOOL STUDENT

HANDBOOK 2021-2022

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This assignment book belongs to:

NAME:

ADDRESS:

PHONE:

GRADE:

HOMEROOM:

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## WELCOME TO TROTTIER MIDDLE SCHOOL

Dear Students:

Welcome to Trottier Middle School! All of us at Trottier hope that you have a great year. This handbook is provided to help you become familiar with the school and to manage your schoolwork. We have high academic and conduct expectations for all of our students. Please read this handbook carefully.

You can accomplish many things, find greater success and get the most from your school experience if you ***DO YOUR BEST!***

### REMEMBER:

- RESPECT
- RESPONSIBILITY
- RESULTS

### ADMINISTRATION

Gary Hreschuk, Principal

Stacy Mahoney, Assistant Principal

Jessica Anderson, Guidance Counselor

Kathleen Morgan, Guidance Counselor

### OFFICE STAFF

Darlene Scorzelli, Administrative Assistant

Nancy Langway, Clerical Aide

### ACCESSIBILITY

Trottier Middle School is fully handicapped accessible. The elevator is located in the main lobby on the first floor and across from room 216 on the second floor. Students needing to use the elevator because of a permanent or temporary disability should see the school nurse to obtain permission. All outside doors are wheelchair accessible, and there are handicapped parking spaces in the front and side parking lots which can be used by autos with HP plates.

## DAILY BELL SCHEDULE:

DAILY BELL SCHEDULE	MONDAY- FRIDAY
7:55AM	Students in building
8:02AM	Start of homeroom
8:06AM	End of homeroom
8:08AM	Classes begin
9:43-9:49AM	Recess
10:36-11:06AM	8th grade lunch
11:25-11:55AM	7th grade lunch
12:14-12:40PM	6th grade lunch
12:41-12:50	Recess
2:25PM	Dismissal
2:30PM	Bus departure warning
2:32PM	Buses leave

## ARRIVAL AND DEPARTURE

Students are to arrive at school after 7:35 a.m. when supervision begins. Students are allowed to enter the school building at 7:52 a.m. In the event of severe weather or extremely cold conditions, school administrators make exceptions.

Students are expected to leave the school by 2:30 p.m. unless they are under the direct supervision of a teacher for an after-school activity.

For the safety and welfare of our students, we would remind you that Massachusetts law prohibits the idling of motor vehicles on school grounds in excess of five (5) minutes. M.G.L. c.90, §16A. Violators will be subject to a fine.

## BUS RIDERS

According to Southborough School Committee policy, students are allowed to ride their assigned buses only. School administrators may make exceptions on a case-by-case basis. Students may not leave Trottier

school property and return to take after-school bus transportation without prior permission from the office. \*\*See “Bus Rules” in the Code of Conduct (at the back of the assignment book).

## **BICYCLES**

Students who ride bicycles to school are required to use the racks located at the south end of the auditorium. The use of locks is recommended. The school is not responsible for any damage to or theft of bicycles.

## **LOCKERS**

Students are assigned lockers and are responsible for their lockers and contents. Students are expected to keep the lockers clean and orderly. Magnetic shelves, locker mirrors, and other locker accessories may

be used in lockers, but students may not use tape or stickers on lockers. (Pictures can be put up using magnets.) Valuables and money should not be kept in lockers. Lockers are the property of the Southborough School District. School authorities have the right to inspect lockers at any time.

## **LOCKS**

Each student is issued a school lock for a small fee at the beginning of Grade 6 and will keep it until the end of Grade 8. No other lock may be used.

## **STUDENT APPEARANCE AND DRESS**

Trotter students must always maintain a clean and neat appearance. Clothes worn should be appropriate for a middle school and not interfere with the educational process. Hats, caps and hoods, torn clothing, garments depicting alcohol, beer, drugs, and the like, revealing clothes, or garments with inappropriate messages may not be worn at school. Hats, caps and hoods are not allowed either in school or at after-school activities. Students may not wear shoes with spikes in the building. Accessories such as necklaces, bracelets, belts, chains, and the like, that could be used as weapons or present another safety concern are also prohibited. Students are not allowed to wear half shirts. Shoulder straps need to be at least 2 inches in width. Shirts must have a full front and back and reach the beltline. Shorts/skirts must be no shorter than halfway between the top of a student’s leg and the student’s knee. It is the discretion of administration to determine whether a student’s dress is appropriate. Administration reserves the right to have students change into appropriate clothing.

## **LUNCH PROGRAM**

During lunch, students eat in the cafeteria. Students have a choice of bringing their lunches from home or buying lunch at school. Lunch menus are published in the Virtual backpack and on the district website. During lunch, all lunch rules must be followed. \*\*See “Cafeteria Rules” in the Code of Conduct at the back of the assignment book.

## **HALL PASSES**

During each period, students are to be in their classes or in other supervised areas. Students are to sign out to go to the nurse’s office, restroom, or anywhere else in the building.

## **SCHOOL VISITATION**

Our school business hours are from 7:30 a.m. to 4:00 p.m. daily. For the safety and security of our students and staff, we require all visitors to “check in” at the front office and wear a visitor’s

badge. Students are not permitted to bring relatives or other guests to accompany them to school. All visitors to the school need to obtain approval from the administration of Trottier Middle School before entering the school.

### TELEPHONE CALLS

Classroom phone use between classes is allowed only after getting permission from the classroom teacher. Phones in the office area may be used by students after getting permission. When a student calls a parent/guardian, he/she should leave a message with the purpose of the call and any other information necessary.

### CELL PHONES

We encourage students to avoid bringing cell phones to school. If a student needs to bring a cell phone to school, it must be turned OFF and locked in his/her locker during the day. Students may use cell phones only after school and with teacher permission or outside the building.

### OTHER ELECTRONIC DEVICES

Students may not have or use personal electronic devices while in the building or on field trips, unless permission is given by a supervising adult. After-school use is only permitted outside the building or with teacher permission. During school hours, any such devices must be turned off and locked in the student's locker.

### VENDING MACHINES

Students may use the cafeteria vending machines during lunch and may use the cafeteria and faculty dining room vending machines after 3:00 p.m., if they are staying after school and have a teacher's permission.

### TEXTBOOKS

Students are issued textbooks at the beginning of the school year. The student's name is recorded in the book as directed by the teacher. Books are to be covered. Students are responsible for keeping the books and other loaned materials in good physical condition. Students are required to pay for books lost or damaged beyond normal wear. (Checks are accepted and should be made payable to Trottier Middle School.)

## LOST AND FOUND

Name tags and labels on personal articles help in returning lost items to the rightful owners. Backpacks, clothing, and other large items found around the school are kept on the lost and found table, which is located outside the cafeteria. Glasses, watches, wallets, jewelry, books and other valuables are turned in to the office.

## ACCIDENTS

All accidents, however minor, should be immediately reported to the supervising teacher. Any accident that occurs on the way to school must be reported to the nurse upon arriving at school. The seriousness of an accident cannot always be immediately determined. Therefore, the supervising teacher or nurse must be informed of the incident. If the nurse is not in the office, the accident should be reported to the main office.

## HEALTH INFORMATION

A registered nurse is available during school hours. The nurse works closely with the school team to ensure a healthy and safe school environment. Please notify the nurse of any significant medical conditions, including: medication taken at home, changes in medication, and changes in your child's medical history.

### Immunization and Physical Exam-

Massachusetts State Law mandates proof of up-to-date immunizations before entrance into Northborough-Southborough Public School district. A copy of a recent physical exam is required before entrance into kindergarten, fourth grade, seventh grade and tenth grade, and for all new students. A copy of a physical within the past 13 months is required to participate in interscholastic sports.

### Illness and injury-

In case of serious illness, injury, or emergency during the school day all attempts will be made to contact parents/guardians first, then emergency contacts will be called. It is imperative that the phone numbers and emergency information for each student be kept up-to-date. Please inform the office of any changes in phone numbers or other pertinent information as soon as possible.

Screenings- Massachusetts mandates the following screenings be completed:

Vision - Grades K-5, 7 and 10

Hearing - Grades K-3, 7 and 10

Postural screenings - Grades 5-9

When vision, hearing and postural screenings are complete, the parent/legal guardian will be notified if a referral is necessary. The parent/legal guardian may request in writing that a student be excused from screening. A separate request is required for each screening.

### Keeping your child home from school-

- Fever - A temperature greater than 100.4°F is considered a fever. Your child should be fever free, without the use of fever reducing medication, for 24 hours before returning to school

- Vomiting and Diarrhea - Your child should be symptom free for at least 12 hours before returning to school.
- Rash - A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergent). If your child has an unusual rash or it is associated with a fever - contact your doctor. Keep your child home until you have discussed the rash with your doctor.
- Cold, sore throat, cough - Children average six to eight colds per year. Your child may attend school if there is no fever. If cold and cough symptoms are associated with a fever or they do not readily improve, call your doctor.
- Strep throat - A sore throat in conjunction with a fever, headache or stomach ache may indicate strep throat. Your child must complete 24 hours of medication and be fever free for 24 hours without the use of fever reducing medication before returning to school.
- Conjunctivitis (pink eye) - The signs and symptoms of conjunctivitis are when the white part of the eye is red; eyes are itchy and produce a yellow or green crusty discharge. If suspected, contact your physician before coming to school. Your child may attend school 24 hours after treatment starts.
- Chicken Pox - Please contact the school nurse.

## MEDICATION POLICY

Under Massachusetts law, a licensed nurse must have a medication order from a licensed prescriber in order to administer any medication, whether it is a prescription drug or an over-the-counter medication. The following policy applies in the Northborough-Southborough Public School District.

- A. School policy prohibits students from carrying medications of any kind on their person or having them in their possession without prior approval of the school nurse.
- B. No medication will be administered in school without a written order from a licensed prescriber. This written order must be signed and dated for a closed period of time and include instructions for dispensing.
- C. A written dated request signed by a parent/guardian must be submitted to the nurse concerning the dispensing of medication.
- D. Prescribed medications, over-the-counter medications, and inhalers to be administered under the conditions stated above must be brought to the nurse by the parent or guardian in the original properly labeled container.
- E. For short-term prescription medication, those requiring administration for ten (10) school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a written order from a licensed prescriber.
- F. Each school calendar year requires a new written order from the licensed prescriber, and written parent/guardian request for the dispensing of the medication. Written parent/guardian consent forms and licensed prescriber order forms may be obtained from the school nurse.

All health-related questions should be directed to the school nurse at ext. 65110.



## FOOD ALLERGY AWARENESS

In accordance with Southborough Public Schools Wellness Policy (J-320), the following guidelines are in place for Trottier Middle School:

- Food will be allowed in the classroom for curriculum related activities, as a teaching tool, or for specific celebrations.
- Teachers will fill out a food notification form in advance and provide the form to the school nurse and principal for review prior to the event.
- Parents of children with food allergies or food related health concerns will be notified in a timely manner by the teacher or the nurse prior to the event involving food to see if accommodations will need to be made.

Each student's individual health is our collective responsibility, therefore, we must follow best practices to ensure their safety. These guidelines won't be able to identify every situation, however, it will provide guidance for making decisions about food in our school. For more detailed information about the guidelines and best practices please visit the health office's website on the Trottier home page or call the nurse's office at ext. 65110.

## SCHOOL CLOSING ANNOUNCEMENTS

When school closings need to be announced, the Public Schools of Northborough and Southborough will make use of several different communication tools for notifying students and their families: the district website, OneCallNow, and local television and radio stations.

Please check one of the notification methods listed below, and do not call the school. When there is a delay or early dismissal, school personnel are occupied with managing the transition in an orderly manner, and telephone calls interfere with completing the necessary schedule changes and other communications within the school.

### 1. The Website of the Public Schools of Northborough and Southborough

Cancellations and early dismissals will be posted first on the front page of the district website, <http://www.nsboro.k12.ma.us/>. This will be the earliest notification of school closings, posted at the very top of the front page.

### 2. Phone Notification via OneCallNow

Through OneCallNow a message will be sent out to all households of school-attending students. These calls will be sent out at 5:30 a.m. Cancellation phone announcements made prior to schools opening in the morning, as well as, closing phone call announcements made during the school day, will be made to all phone numbers on file for a student, including home, work, and cell phone numbers.

### 3. Announcements via Local Television and Radio Stations

We will continue to post cancellation announcements through local media, as we traditionally have done in the past. Do you have a favorite morning news show you tune in to as you wake up on a snowy morning? You can continue to follow announcements of school closings on TV and radio. We encourage you to use a combination of the web, phone, television and radio to ensure that you are aware of weather-related closings in a timely manner.

**Early Closings-** When schools must close early due to emergency conditions, the announcement will be posted on the district web site, sent to local media stations for announcement, and sent directly to you by phone through OneCallNow. This OneCallNow message will be sent to all home, work and cell phone listings found in the contact information you have given your child's school.

When schools close early, students will be bussed from their school to their regular afternoon after-school destination.

## **FIRE AND DISASTER DRILLS**

The school prepares all students for fire or other disasters through practice drills during the year. At the beginning of the year, students are informed about exit doors and exit procedures from each of their classrooms in case of fire or other disaster.

Upon hearing the FIRE ALARM, students are to follow the teacher's directions and exit the building quickly and quietly through previously designated doors and hallways. When assembled at the assigned meeting place, the students must line up by homeroom and listen for the teacher's directions.

Upon hearing a CRISIS ANNOUNCEMENT, students remain in classrooms and follow the teacher's directions. Students in hallways should go to the nearest occupied classroom.

## **ATTENDANCE POLICY**

All students are required by law to attend school every day that school is in session. If a student is to be absent from school, the parent or guardian should call the school at 508-485-2400 or send an email to [trottierattendance@nsboro.k12.ma.us](mailto:trottierattendance@nsboro.k12.ma.us) before 7:55 a.m. Recorded messages can be left at any time before 7:30 a.m. The message should include the student's first and last name, grade, and the reason for the absence. After 7:30 a.m., parents should speak directly to an office staff member. A student who has been called in absent may return for the remainder of the day only after first reporting to the main office. An absence or tardiness resulting from properly reported illness, religious holiday, or urgent cause will ordinarily be excused.

Students who are absent, or dismissed from school because of illness, may not participate in after school or evening activities. A student who becomes ill during the day is to report to the nurse's office. The parent is contacted if the student has to be sent home. A student who must leave school during the day for a medical or dental appointment, or any other reason, should bring a note from the parent to the office before 8:03 a.m. A student who was absent or tardy must bring in a note signed by a parent or guardian when he or she returns to school. For more information about attendance see "MAKE-UP WORK and FAMILY VACATIONS on page 12 of this handbook. A documented absence or tardiness resulting from properly reported illness, medical appointment, court appearances, religious holidays, or urgent cause will ordinarily be excused. Parents will be contacted if we have not received notification from a parent of the reason for a student's absence within 3 days of the absence.

## PUPIL ABSENCE NOTIFICATION SYSTEM

When a student has accumulated 5 unexcused absences in a school year or misses 2 or more classes on 5 days in a school year due to unexcused tardiness, the parents will be contacted and a meeting will be held to develop an action plan to address the student's school attendance.

## TARDY POLICY

Students are expected to be in their homerooms when school begins at 8:02 a.m. A student arriving late must report to the office for a late pass. A maximum of three (5) unexcused tardies per semester is allowed. When a student has been tardy three (5) times, the assistant principal will contact the student and parents to remind them of the consequences for any further tardies. If tardiness continues, further disciplinary action will be taken. Individual teachers address classroom tardies. Frequent classroom tardies may also involve disciplinary action by the administration. If tardies result in a student missing two (2) or more classes on five (5) school days in a school year, the parents will be contacted and a meeting will be held to develop a plan to address the student's attendance.

## ACADEMIC PROGRAM OF STUDIES

### CORE COURSES

- Math
- English
- Reading/Literacy
- Social Studies
- Science
- Language Arts
- World Languages (French and Spanish)

### SPECIALS & ELECTIVE COURSES

- Art
- Technology Education
- Music
- Health
- Band, Orchestra & Chorus
- Physical Education
- Art Elective
- 8<sup>th</sup> Grade Electives

## HOMEWORK

Homework is an important part of our school program. As expressed in the Southborough School Committee policy, "Homework is a meaningful and valuable tool that supports and enhances learning. When teachers assign homework to students that is purposeful, manageable, and developmentally appropriate, they can accelerate academic growth, enrich the school experience, and promote a positive interest in learning." Students are assigned homework on a regular basis.

The amount of time required for homework varies, although in general, students can expect homework to average 1 to 1-1/4 hours for 6th graders, 1-1/2 hours for 7th graders, and 2 hours for 8th graders. Please note that these guidelines are only averages; the actual amount of time any particular student needs for homework may vary significantly from these guidelines, and the amount of homework will also differ on different days and at different times of the year. If a student is experiencing particular difficulty with homework completion, parents are encouraged to contact his/her teachers to discuss the concern.

Regular completion of homework by students is essential; a student's failure to complete homework affects not only his/her progress, but also the progress the teacher can make with the entire class. If, because of illness, emergency, or other problem, a student cannot complete a particular piece of homework, we ask that the parent send a note in with the student to the teacher (please do not use email for this purpose, because teachers often do not see email messages until the end of the day).

Homework information is posted on our website ([www.nsboro.k12.ma.us/trottier](http://www.nsboro.k12.ma.us/trottier)). Please access the website and click on the appropriate grade level under "Homework." Teachers maintain web pages; information about accessing homework assignments for each particular teacher is on the website under "Homework" for the appropriate grade level. Also, telephone and voicemail numbers for teachers are published in the school directory, in the first newsletter sent home at the beginning of the year, and on the school website.

### **MAKE-UP WORK**

Students are responsible for making up all work missed due to absences. A parent or sibling may come to the office and get assistance in securing the absent student's books and other materials from his or her locker.

For absences lasting three (3) days or more, a parent may request homework assignments for the student on the 3rd day of the absences. Arrangements for such assignments may be made by calling the school. Teachers allow reasonable time for students to turn in work which is late due to an absence. Upon return from an absence, the student should talk to his/her teachers and find out when assignments are to be made up.

### **FAMILY VACATIONS**

Although we are respectful of the pressures that families are under and the need for family time, we do request that you avoid taking vacations during school time. Vacations during school time not only interfere with the progress of your child, but also slow down the work that teachers can do with the whole class. If, for some reason, you do have to take your child out of school, please call the principal to discuss it, and also please be aware that teachers cannot supply assignments in advance. Providing work in advance is very difficult, both because your child has not yet had the instruction needed to do the work, and because of the extra burden it places on teachers. As with other absences, upon return the student should talk to his/her teachers to arrange to make up missed work.

## REPORT CARDS

Report cards will be issued two (2) times in the academic year at approximately eighteen (18) week intervals. Students receive letter grades -- A, B, C, D, or F -- for overall performance during for the semester. Students also receive a numerical indicator--- 0 (see comments) to 4 (exceeding expectations) -in three (3) areas: (1) content skill mastery, or a student's level of achievement in learning the academic content and/or mastering the skills taught in that subject area; (2) academic management, or a student's level of success in accomplishing the work required in the course; and (3) conduct, or the degree to which a student demonstrates respect for the learning environment, the school, and his/her teachers and classmates. These reports are sent home with students, with the last one of the year mailed to the parent's address.

In addition to report cards, students also receive midterm progress reports that are shared with students and parents on specified dates during the middle of each semester.

## STUDENT RECOGNITION

**PACE AWARDS** -- This year-end award is given to students who have displayed POSITIVE ATTITUDE and CONSISTENT EFFORT throughout the year. The teachers select approximately 5% of the students at each grade level to be recognized by this award.

**OTHER YEAR-END AWARDS** -- Other year-end awards are given for achievement in different areas, including:

Project Unify	Geography Bee	Art
Athletics	Tech Ed	Science
Mathematics	Community Service	Video Announcement Club
Drama	Music	Fitness

## ACADEMIC HONESTY

Trottier students are expected to use genuine, sincere and fair means for the accomplishment of tests, projects and other tasks. In order to maintain an atmosphere which actively fosters academic honesty, the following guidelines will be implemented. The maintenance of such an atmosphere requires the active support of parents, students and staff; it is, therefore, the responsibility of each individual to promote academic honesty.

Examples of academic dishonesty include:

1. Plagiarism -- submitting another person's writing as one's own.
2. Giving test questions or answers to another student or receiving test questions or answers from another student.
3. Copying from another student's test or permitting another student to copy during a test. Using or possessing crib sheets.
4. Using materials that are not permitted.
5. Copying or having someone other than the student prepare the student's homework, paper, project,

laboratory report, take-home test or other work.

6. Permitting another student to copy or write one's homework, project, report, paper, classroom test, take-home test or other work.
7. Any other action intended to obtain credit for work not one's own.

Cheating is personally unethical and academically lazy. Student problems in this area will be handled initially by the teacher involved.

## COUNSELING AND GUIDANCE

Each student at Trottier has access to a counselor. A student may talk to the counselor about personal problems, problems with peers and friends, academic difficulties, or other issues.

Counselors also help students with decisions about high school course selections. Students may meet with the counselor by stopping in the guidance office and scheduling an appointment.

## LIBRARY

The school maintains a large collection of books, videos, media, and other materials. The books are cataloged according to the Dewey Decimal System. New books are added each year to provide a greater selection. Students may check out books, except reference books and books on reserve, for a period of 14 days. Students must pay for lost or damaged books.

## ATHLETICS

Intramural sports are offered to Trottier students. There are also interscholastic teams in basketball, baseball, and field hockey.

There is a \$70 fee for participation in each interscholastic sport, to cover the associated transportation costs. A fee of \$25 per student (\$50 maximum per family) is also assessed to every student to cover a portion of costs for the intramural and extracurricular program.

## CLUBS AND ACTIVITIES

Students are offered the opportunity to participate in extracurricular activities. As noted above, a fee of \$25 per student (\$50 maximum per family) is assessed to every student to cover a portion of costs for the intramural and extracurricular program.

Activities may be offered throughout the year as interest and need arise. In addition, the Southborough Recreation Department sponsors an after-school activity program (Recreation After-school Program) in which students may participate, at their own expense.

## FIELD TRIPS

Trottier Middle School sponsors field trips for students at each grade level during the year. These trips are related to curricular activities taking place in the classroom and enhance social interaction. Participation in a field trip is a privilege that is initially available to all students.

*ALL SCHOOL RULES APPLY TO ALL SCHOOL-SPONSORED ACTIVITIES SUCH AS FIELD TRIPS, ATHLETIC EVENTS, DANCES, AND OTHER ACTIVITIES.*

During a field trip, all students are expected to behave in a manner that does not disrupt learning or endanger the safety of students and adults. A student whose behavior in school indicates a problem with following directions or exercising good judgment may be excluded from any or all field trips.

## ENGLISH LANGUAGE LEARNERS

The District complies with Title VI of the Civil Rights Act of 1964 (Title VI); the Equal Educational Opportunities Act (EEOA); the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA); M.G.L. c. 71A; and 603 CMR 14.00, which afford legal protections to English Learners (ELs) and the parents/guardians of EL students. This includes, but is not limited to: following appropriate procedures to identify students who may be English Learners (ELs) and Former English Learners (FELS); providing sufficient language and academic supports to enable ELs to become English proficient and meet academic standards in a timely manner; addressing any language barriers that would prevent ELs from meaningful participation in their education; and ensuring meaningful communication with Limited English Proficient parents/guardians. For additional information, please contact: the Office of Student Support Services or the Principal's Office.

## HOMELESS STUDENTS

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:

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

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

- Children and youths who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);



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

Additional information is available at: <http://www.doe.mass.edu/mv/>

## ANTI-BULLYING POLICY

In accordance with M.G.L. c. 71, § 370, the Northborough-Southborough School District has established a plan of action and policy to prevent and intervene against bullying. Here follows the Public Schools of Northborough and Southborough's Bullying Prevention and Intervention Plan:

### BULLYING PREVENTION AND INTERVENTION PLAN (M.G.L. c.71, §370)

A safe learning environment is one in which every student is provided with the opportunity to develop emotionally, academically, and physically in a supportive atmosphere free of intimidation and abuse. Bullying of any type has no place in our schools. The Public Schools of Northborough and Southborough expect that all members of the school community will treat each other in a civil manner and with respect for differences.

As a school district we are committed to providing all students with a safe learning environment that is free from bullying, cyberbullying, and retaliation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate harmful and disruptive behaviors that can impede the educational process in our schools. While any student could be subject to bullying and harassment, the District recognizes that certain students, may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The Public Schools of Northborough & Southborough have taken specific steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to avoid and respond to bullying. These steps include, but are not limited to: 1) regular surveys of students on school climate and school safety issues; 2) collecting and analyzing building-specific data on the prevalence and characteristics of bullying; incorporating specific information and instruction in the District's anti-bullying curriculum and professional development trainings regarding vulnerable student populations and facilitating the prevention of bullying, harassment, and teasing of these potential student targets. At least once every four years beginning with the 2015/16 school year, the District will also administer a Department of Elementary and Secondary Education-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the District will annually report bullying incident data to the DESE.

The Public Schools of Northborough & Southborough will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

The Public Schools of Northborough & Southborough's Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying, cyberbullying and retaliation that may compromise the safe learning environment for any student. The District is committed to working with students, staff, families, law enforcement agencies, and the community to address and prevent bullying and harassment within our schools. We have established this Bullying Prevention and Intervention Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

The Public Schools of Northborough & Southborough will maintain educational environments that are free from bullying, cyberbullying, and retaliation. It shall be a violation for any student or school staff member to bully another individual through conduct or communication of a bullying nature and/or to retaliate against any individual for reporting bullying or cooperating with an investigation thereof. Individuals who engage in bullying, cyberbullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, including termination of employment or other sanctions as determined by the school administration. Students who engage in bullying shall also be required to participate in customized activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying behavior(s).

For purposes of this plan, bullying is prohibited:

- 1) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program (whether on or off school grounds), at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school; and
- 2) at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. This prohibition shall not be construed, however, as requiring district schools to staff or supervise any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in suspension or expulsion from school.

### **Definitions**

**Bullying:** 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyberbullying.

**Cyberbullying:** 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. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying 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 clauses (i) to, inclusive, of the definition of bullying.

**Hostile Environment:** A situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the target's education.

**Target/Victim:** A student who has been subject to bullying or retaliation by another student or group of students.

**Aggressor/Perpetrator:** An individual who engages, either individually, or as part of a group, in bullying, cyberbullying or retaliation.

**Local law enforcement agency:** local police department

**Principal:** The administrative leader of any of the 10 Northborough/Southborough Public Schools or his/her designee for the purposes of investigating and responding to reports of bullying, cyberbullying or retaliation.

**Retaliation:** Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

## I. Complaint and Investigation Procedures

### A. Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Reports made by students, parents, guardians, or other individuals who are not school or school district staff members, may also be made anonymously, although no student shall be subject to discipline solely on the basis of an anonymous complaint. The Public Schools of Northborough & Southborough will have a variety of reporting options available to the school community including, but not limited to, a written Incident Reporting Form, an online Incident Reporting Form, and email communication. Use of an Incident Reporting Form is not required as a condition of making a report.

Every School in the Northborough Southborough School District will include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents and will post a copy of the Incident Reporting Form on the school's website. Incident Reporting Forms will also be available in the school's main office, and other locations determined to be appropriate by the principal or designee. The Incident Reporting Form will be made available in the primary language of the student's household.

#### 1. Reporting by Staff

A staff member will promptly report to the principal any instances of bullying or retaliation witnessed by the staff member or that is reported to the staff member by a student, parent, or other individual. The requirement to notify the principal shall not, however, limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

#### 2. Reporting by Students, Parents or Guardians, and Others

The Public Schools of Northborough & Southborough expects students, parents, guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal. Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. The filing of a false or fabricated complaint of bullying, cyberbullying, or retaliation is strictly prohibited and shall result in disciplinary or further action.

## B. Procedures for Responding to a Report of Bullying or Retaliation

### 1. Preliminary Determinations

Upon receiving a complaint, the principal will confer with the complainant to obtain an understanding and statement of the alleged facts. If, based on the facts alleged, the principal determines that the conduct complained of would not constitute bullying as defined by M.G.L. c.71, §370 and District policies, the principal shall document that determination on the Incident Reporting Form and shall take no further action with regard to the complaint.

If the Principal determines that such facts, if true, would constitute bullying, as defined above, the principal will promptly commence an investigation of the complaint. Upon commencing an investigation, the principal will make a preliminary determination as to the need for immediate interventions to protect the safety of the alleged target. Such interventions may include, but are not limited to, creating a personal safety plan for the target; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal may take additional steps deemed necessary by the school administration to protect the safety of the target and any witnesses while the investigation is ongoing.

### 2. Notice to Law Enforcement

At any point after receiving a report of bullying, cyberbullying or retaliation, the principal will notify the local law enforcement agency if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice to law enforcement agencies will be consistent with the requirements of 603 CMR 49.00 and other applicable state and federal laws and regulations pertaining to student records and privacy. In making this determination, the principal may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

### 3. Notice to Another School or District

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

## C. Investigation Procedures

### 1. Investigation

Upon receipt of a report or complaint that would, if true, constitute bullying, cyberbullying or retaliation, the principal will promptly commence an investigation.

In investigating any such complaint, the principal or designee will interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the principal’s obligation to promptly and thoroughly investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the principal will inform the target, aggressor and all witnesses that retaliatory treatment of any individual for reporting or cooperating with an investigation of bullying will result in disciplinary action that may include suspension or expulsion from school.

### 2. Determinations

Within fifteen (15) school days of the principal's receipt of the complaint of bullying, cyberbullying or retaliation, the principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student will be subject to disciplinary action.

### 3. Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of the investigation findings. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations or except in the event of a health or safety emergency as determined by the principal.

The notice to the parents or guardians of the target shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

### D. Requests for Reconsideration

If either the complaining party or the individual against whom the complaint was made is dissatisfied with the outcome of the investigation, that person may request, in writing, a reopening of the investigation or reconsideration of the investigative findings. The written request shall state the reasons for request and shall be delivered to the Superintendent of the Northborough Southborough Public Schools within ten (10) school days of the parents/guardians receipt of notice of the investigative findings. Within five (5) school days of receipt of any such request, the superintendent shall decide whether or not to reopen the investigation and shall provide written notification of that determination to the appealing party and to the other party involved.

The filing of a request for reconsideration or a reopening of the investigation shall not stay the imposition of disciplinary sanctions or the implementation of any safety interventions determined to be appropriate by the principal.

### E. Responses to Bullying

#### 1. Education and Skill Building

In determining the appropriate response to an incident of bullying, cyberbullying or retaliation, the principal shall consider a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c.71, §370(d)(v)<sup>2</sup>. Skill-building approaches that the principal or designee may consider include, but are not limited to:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home.

## 2. Disciplinary Action

If the principal determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts found by the principal, including the nature of the conduct, the age of the student(s) and the individual needs of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Students found to have engaged in bullying, cyberbullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the principal. Any such disciplinary sanctions shall be imposed in accordance with the due process requirements of applicable laws, regulations, and District policies.

A staff person found to have engaged in bullying of a student shall be subject to disciplinary action including, but not limited to, reprimand, suspension and termination in accordance with applicable laws and procedures.

## 3. Promoting Safety for the Target and Others

Upon determining that bullying or retaliation has occurred, the principal shall, in conjunction with relevant school personnel, consider what adjustments or interventions, if any, are needed in the school environment to ensure the target's safety and that of any witnesses. Any such adjustments or interventions to be provided for the target shall be documented in writing in an Individual Safety Plan.

## 4. Referral to Outside Services

Where appropriate and consistent with applicable laws, regulations, and policies, students found to have engaged in or been the victim of bullying, may also be referred to outside agencies and/or service providers. It shall be the responsibility of the principal or designee, through consultation with staff, community service organizations, and district administration to identify resources and services available to such students.

## 5. Monitoring of Interventions

Within a reasonable period of time following the determination and implementation of customized and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

Revised 01/26/21

# II. Professional Development

## A. Annual staff training on the Plan

Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or

retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year will participate in appropriate school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

#### **B. Ongoing professional development**

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c.71, §370<sup>3</sup>, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- (i) developmentally appropriate strategies to prevent bullying;
- (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
- (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- (iv) information regarding the vulnerability of certain students based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics;
- (v) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- (vi) information on the incidence and nature of cyberbullying; and internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

### **III. District-Wide Anti-Bullying Curriculum**

The Public Schools of Northborough & Southborough shall implement age and grade appropriate anti-bullying curricula. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and

difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

#### IV. Collaboration with Families

The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the Parent Teacher Organizations, School Councils, Special Education Parent Advisory Council, or similar organizations.

The Public Schools of Northborough and Southborough will annually inform parents or guardians about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The District will send parents written notice each year about the student-related sections of the Plan and our District's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. We will post the Plan and related information on our website.

#### V. Publication of Policies, Procedures and Information on Bullying

The student handbook will refer to and include age appropriate summaries of, the Public Schools of Northborough & Southborough Bullying Prevention and Intervention Plan. In addition, copies of the District Plan will be available on the District's website, each school's website, and in other locations determined to be appropriate by the school administration.

The District will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties.

#### VI. Implementation of Plan

It shall be the responsibility of the building principal to implement and adhere to the District's Bullying Prevention and Intervention Plan within his/her school. In addition to ensuring compliance with the procedures set forth in The Public Schools of Northborough & Southborough's Bullying Prevention and Intervention Plan within the school building, the principal shall be responsible for developing a building-based process for recording and tracking incident reports, and for accessing information related to targets and aggressors.

#### VII. Problem Resolution System

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at <http://www.doe.mass.edu/pqa> emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information are also available in the Principal's Office.

#### VIII. Relationship to Other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category, under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c.71 §§ 37H, 37H1/2, 37H3/4 other applicable laws, regulations or local or district policies in response to violent, harmful, or disruptive behavior regardless of whether the Plan covers the behavior.



Bullying Prevention and Intervention Plan  
Southborough Public Schools  
Student Information Sheet

Dear Students:

Feeling safe in school is the first step towards learning. When there are things happening between students that feel unsafe or uncomfortable, it is important that adults know. Everyone has a right to a safe school environment.

If you are worried about how you are being treated by a classmate, peer, or by a member of the staff in school, and you aren't sure about what to do, we offer this information to help you take a next step to get help and support from school staff and parents.

**What is bullying?**

Bullying behaviors include:

- Unwanted teasing
- Threatening/intimidating behavior
- Stalking or cyber-stalking
- Cyber-bullying
- Physical violence
- Theft or destruction of school or personal property
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods

Here are some differences between bullying and other forms of conflict:

Rough Play	Fighting	Bullying
Usually friends; often will do the same things again	Usually not friends; Typically not repeated	Not friends but will be repeated
Power not an immediate Issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Affect is friendly, mutual	Affect is negative, angry	Affect varies between the target and bully

Bullies pick on certain people they feel are different in some way. They may have friends who act as if they think bullying is funny, but it isn't funny. It's WRONG!

Bullying also can happen on the Internet or by texting. Cyber-bullying is when an individual bullies using the Internet, cell phones or other cyber technology. This can include:

- Sending mean texts, emails or instant messages
- Posting nasty pictures or messages about others on websites
- Using someone else's username to spread rumors or lies

Remember:

- If you are being bullied, it isn't your fault. The bully has the problem.
- You don't have to put up with it.
- It is hard to admit that it might be happening to you.
- There are people who can help you.

### **Are you or a friend being bullied?**

Ask yourself these questions:

- Did someone say or do something to you that made you feel unsafe or afraid?
- Has it happened more than once?
- Are they bigger, older, or in some way more powerful than

you are? Other things that may be happening to you could include:

- Am I feeling sick in the morning so I won't have to go to school and face a bully?
- Do I walk home another way or try to avoid the bus so no one will bother me?
- Does someone take things from me or force me to give up my things?
- Does someone say mean things about me, call me names, or tell other kids not to play or hang out with me?

If you answered YES to any of these questions, you may be a target of bullying. Now it's time for you to talk with a trusted adult, at home and/or at school, so you can get the help you need. You should not keep this to yourself.

### **I'm being bullied. What do I do now?**

If you are bullied, you may not know what to do because:

- You might think the bully can beat you up.
- The bully might have lots of friends.
- You don't think an adult can help.
- You are afraid to tell because you think no one will believe you or you think that the bullying will get worse.

**Ways to deal with bullies:**

- Try acting like the bully does not bother you. Bullies like it when you get mad or upset. This is hard and may take some practice.
- Avoid being around the bully.
- Try ignoring; you can walk away, or not say anything.
- Stay close to people who are not bullies. Safety in numbers!
- Tell the bully to stop in a firm voice. Say things like, "I don't like being called names, I want you to stop now."

What NOT to do if you are being bullied. DON'T:

- Use violence to respond.
- Stay quiet - do tell a trusted adult about the problem.
- Avoid coming to school - there are adults in school who can help you.
- Hurt yourself. This is not your fault.

**Report bullying right away:**

Telling an adult that you or a friend is being bullied isn't tattling. Tattling is when you tell on another child to get him/her into trouble. Telling is when you tell something that helps someone get out of trouble or keeps someone from getting hurt! So, if you or a friend is being bullied:

- Tell a trusted adult, he/she could be:
- Your parents
- A teacher
- Guidance Counselor or School Psychologist
- Principal or Assistant Principal
- School Nurse
- Other adults that you know care about you

If the person you told does not help you, talk with someone else. Never keep being bullied to yourself. Your school has ways for you to report bullying. The first step is talking with a trusted adult. You may also report bullying using this website; get an adult to help if needed. Your parents can report bullying for you. Ask them to talk to your school principal or your teacher. When you report bullying make sure you tell who the bully is, how you are being bullied, when it happens, and where it happens.

**My friend is being bullied! What can I do?**

- It is good to try to help. Don't make the friend who is being bullied feel worse by laughing or doing nothing.
- Tell a trusted adult right away.

- If you can, tell the bully to stop. Explain that it is wrong to bully people. State what you don't like and how you want it fixed. For example, "I don't like it when you pick on Mike; it's not funny. I want you to stop right now."
- Walk away with the person who is being bullied.
- Talk to the person who is bullied; tell him/her that you will be his/her friend. You can never have too many friends.

### How do I file a report of bullying?

There are several ways to report suspected bullying incidents:

- You can make a report in person.
- You can complete the [Bullying/Harassment Form](#) on the Trottier website
- The schools also have copies of this form available.
- Reports can be made anonymously.

*Bullying reports may be made anonymously; however no disciplinary action shall be taken against a student solely on the basis of an anonymous report*

What happens next?

When the Southborough Public Schools receive a report of bullying, the following steps will be taken:

- Listen to parent, teacher, and/or students to gather information - initial reporting stage.
- Have staff member/parent/student complete the Northborough Public Schools Harassment/Bullying Form *(if not completed already)*.
- Involve administrators *(if they are not yet involved)*.
- Interview all parties involved (including the aggressor, target, and witnesses), focusing on the incident(s).
- Discuss behavior with guidance counselors, school psychologist, special education liaison *(if appropriate)*, and teachers to assess the situation.
- Determine if bullying behavior has occurred. *(\*Other inappropriate behavior that does not constitute bullying will be handled as indicated in the handbook.)*
- Decide on consequences for unacceptable behavior *(if any)*.
- Follow-up with the aggressor.
- Follow-up with the target.
- Follow-up with the parent who reported, the parent of the aggressor (if a student aggressor), the parent of the target, and the parents of the witnesses *(when appropriate)*.
- Administrators will acknowledge receipt of a report within three school days.
- If warranted, an investigation will be conducted and completed within 15 school days.
- Parents of the target and bully (if applicable) will be notified of the results of the investigation and the school will take appropriate action.
- Parents of the target will be notified of the availability of the Department of Elementary and Secondary Education's Problem Resolution System.

All reports of bullying are dealt with respectfully and confidentially. We treat each student as an individual and use each case as a learning opportunity. When appropriate, a range of disciplinary consequences may be utilized as noted in the student handbook including, but not limited to, loss of privileges, removal from part of all of the school community, and suspension from school.

Please be aware that Massachusetts law provides disciplinary action to be taken against those who file false reports of bullying.

Schools are communities formed by the adults and children who attend. Establishing a positive climate helps everyone learn and feel safe. Sometimes students do things that can be considered bullying. Some of these include:

- ☐ You've spread a nasty rumor about someone, in conversation, in a note, or through email or instant messaging.
- ☐ You and your friends have regularly kept one or more kids from hanging out or playing with you. Examples: at your lunch table at school, during sports or other activities, or activities that are a part of a club or other kind of group activity.
- ☐ You've teased people in a mean way, calling them names, making fun of their appearance, or the way they talk or dress or act.
- ☐ You've been part of a group that did any of these things - even if you only wanted to be part of the crowd.
- ☐ There's a boy or a girl (or maybe more than one) whom you've repeatedly shoved, or punched or physically pushed around in a mean way just because you felt like it.
- ☐ You had someone else hurt someone you don't like.

**If you checked any of these boxes, you're not alone. All over the country, in all types of neighborhoods and schools, there are all types of young people who bully others. Bullying is serious business. It causes young people a lot of pain, and it can affect their ability to do well in school and their general happiness.**

## Special Education Services

Special education services are provided to students found eligible after an Initial Evaluation Team Meeting. To be found eligible for services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological emotional, communication, physical, or health impairment. It is also necessary for eligibility, that the disability prevents the student from making effective educational progress, and for the student to require specially designed instruction or related services in order to access the general curriculum.

The district offers an array of services designed to meet student needs. Special education services and placement determination are the responsibility of a multi - disciplinary team comprised of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administration and, most importantly, the student's parent or guardian.

Upon completion of an initial evaluation, the Team develops an Individualized Education Program (IEP) that highlights the student's strengths, areas of concern, strategies for accommodating for the students disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress. Parent involvement during the evaluation and IEP development is an integral part of the process. Copies of the Parent's Rights Brochure are available in the Special Education Department or from the school building's Evaluation Team Facilitator.

For additional information regarding the availability of special education services or to request an evaluation of a student's eligibility therefor, please contact the Northborough-Southborough Public Schools' Student Support Services office.

## Section 504 of the Rehabilitation Act of 1973

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

The United States Department of Education, Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Recipients of this federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of non-disabled students are met.

For additional information regarding Section 504 or to request an evaluation of a student's eligibility for Section 504 services or accommodations, please contact the building principal.

NSPAC is a parent volunteer-run, positive and solution-oriented organization welcoming parents and guardians of children ages 3-22 with special needs and learning differences in the Northborough and Southborough School Districts.

The mission of NSPAC is to facilitate networking opportunities, provide a forum to share ideas and resources and provide support to all families navigating the special education process.

Membership is free and members meet for regular meetings, workshops and presentations held throughout the year. NSPAC collaborates with District administration and School Committee members on matters related to the support, safety and educational programs of students with special needs.

Additional information and calendar of events can be found at [www.nspac.org](http://www.nspac.org) or follow NSPAC on Facebook. Board officers can be emailed at [nspac1@gmail.com](mailto:nspac1@gmail.com). Parents can also receive group emails by sending a blank email to [nspac-subscribe@yahoogroups.com](mailto:nspac-subscribe@yahoogroups.com).

## **P. BRENT TROTTIER MIDDLE SCHOOL**

### **2021-2022**

# **CODE OF CONDUCT**

## **and Related Information**

### **BASIC SCHOOL RIGHTS FOR ALL COMMUNITY MEMBERS**

All members of the Trottier Middle School community, including students, teachers, custodians, cafeteria staff, administrators, secretaries, aides, tutors, bus drivers, substitute teachers, parents, and guests, have the right:

1. To be treated with dignity and respect.
2. To be in a positive school environment without disrespectful or disruptive behavior.
3. To be free of physical or emotional harm or harassment.

### **CLASSROOM CONDUCT**

The teacher is primarily responsible for ensuring that everyone's rights are protected in the classroom environment. A teacher may assign a classroom detention or other consequences if problems occur. Repeated difficulties or problems of a more serious nature may be referred to the administration for action.

### **CONDUCT OTHER THAN IN THE CLASSROOM**

All adult staff members at Trottier are responsible for the behavior of the students outside of the classroom setting. The administration is notified of violations, which will be followed up in the manner described in this Code of Conduct.

### **BEHAVIOR EXPECTATIONS**

Trottier Middle School students are expected to show a high level of respect for the rights of others and

for authority, and the proper regard for private and public property. Students are expected to conduct themselves in a manner which promotes a safe and orderly learning environment within the school. Because every possible act of misbehavior cannot be anticipated, there cannot be a rule to cover every possible situation. Students are expected to use their common sense and act appropriately at all times, in accordance with these standards. The specific rules listed below are provided as examples of the behavior expected of students.

### **Category A: Students will-**

1. Show respect for their teachers, all other adults, all other students, and their property.
2. Follow requests and directions from teachers and other adult staff members at all times.
3. Not fight or engage in any other conduct or action that could harm another person in any way.
4. Use acceptable language in school. Profanity and obscene gestures will not be tolerated.
5. Remain on school property during school hours.
6. Be in assigned classes/areas at designated times, and not leave the classroom without permission.
7. Take care of school property, including taking care of books, magazines, workbooks and other materials, as well as not defacing or otherwise damaging school property or facilities.
8. Maintain cleanliness in the classroom, halls, and inside and outside the building.
9. Not consume food or drink (other than water), other than at lunch or recess times unless through prior arrangement with teachers.
10. Bring in school documents or parental notes when due.
11. Bring absentee and tardy notes to school the day after being absent or tardy.
12. Report for all detentions and/or academic help sessions as assigned and behave in an acceptable way in any detention or help session.
13. Not have in their possession any dangerous or disruptive objects.
14. Not have cigarettes in their possession.
15. Not use skateboards on school property.
16. Not have or use personal electronic devices while in the building or on field trips, unless permission is given by a supervising adult. After school use is only permitted outside of the building or with teacher permission. During school hours, any such devices must be turned off and locked in the student's locker.
17. Not have or use cell phones while in the building. Cell phone use is permitted only after school, and then only outside the building or with teacher permission. Cell phones are to be turned OFF and locked in the student's locker during the school day.
18. Not sell or offer for sale any item in school without specific permission from the principal or assistant principal.
19. Follow all other rules established by the school (for example, not wearing hats or running in the halls).

Failure to meet any of these behavioral expectations will, at the discretion of the administration, result in a warning, detention(s), or other appropriate consequences. The school administrator will first meet with the student, and the consequence will be assigned the day of that meeting or shortly after that. A violation of any of the above rules which is deemed sufficiently serious by the school administration may result in suspension (see "Category B" below).



## Category B: Grounds for Suspension

1. A serious violation of any of the rules stated above in "Category A."
2. Harassment of any member of the school community (including, but not limited to, threats, sexual comments or slurs, or racial, religious, or ethnic slurs).
3. Bullying (Please see Bullying Prevention and Intervention Plan in Student Handbook)
4. Smoking  
The use or possession of tobacco products of any type and/or smoking-related materials by students is prohibited on school property (school buildings, parking lots, and grounds) and at school-related events (on and off campus) 24 hours/day, 7 days/week. This includes electronic cigarettes/vaping materials as well.  
  
Electronic cigarettes and other vapor-related devices: Possession of vaping related paraphernalia including, but not limited to, Hookah pens; electronic cigarettes; advanced personal vaporizers (APV) and Mods; E liquid/juice will not be tolerated on school property. Violators may be subject to disciplinary action including but not limited to: confiscation of paraphernalia; notification of parent/guardian; detention, in-school/out-of-school suspension; monetary fines. Students found in possession of vaping paraphernalia containing substances identified as controlled substances under M.G.L. c. 94C shall be subject to expulsion from school. The school reserves its right to confiscate and to test vaping liquids and paraphernalia for the presence of such controlled substances.
5. Actions involving drugs and alcohol, including, but not limited to (1) purchasing or attempting to purchase, (2) using, (3) possession, (4) selling or distributing or intending or attempting to sell or distribute, or (5) possession of drug paraphernalia. For purposes of this rule, alcohol and drugs include not only alcohol, controlled substances as defined in Mass. Gen. Laws, Ch. 94C (including but not limited to marijuana, cocaine and heroin), but also restricted drugs such as prescription or over-the-counter drugs, steroids, and other products which may be misused (aerosols, solvents, etc.).
6. Profanity or obscenity directed to or at school personnel.
7. Fighting or other conduct or action that could harm another person.
8. Vandalism.
9. Stealing.
10. Causing a false fire alarm or other false alarm.
11. Possession and/or use of a dangerous weapon or injurious substance or material.
12. Misbehavior by a student that becomes disruptive to the educational process of other students.
13. Truancy.
14. Making threats against the school or the school community
14. Severe bus problem.

**Suspension is the temporary exclusion of a student from the regular school program for a specified number of days, not to exceed the maximum allowed by law. Suspension can be served externally (student remains at home) or internally (at school, under the supervision of the administration) at the discretion of the administration. The number of suspension days assigned depends on the nature of the case and is determined by the administration.**

## Category C: Grounds for Expulsion

The following infractions may result in a student's permanent expulsion:

Possession of a dangerous weapon

Possession of a controlled substance as defined in M.G.L. c. 94C  
 Assault of any member of the educational staff  
 Admission or finding of guilt to a felony or felony delinquency charge

Students who violate the policies described in this Code of Conduct will be subject to disciplinary action up to and including expulsion as set forth in this Code of Conduct and in the policies of the Southborough School Committee. The school will cooperate fully with the police to deal with violations of the law on school property.

## **CAFETERIA RULES**

1. Students must enter and exit the lunchroom in an orderly fashion, without running, pushing, or cutting in front of other students.
2. At the beginning of the lunch period, students will walk to the cafeteria and be seated at their tables. The duty teachers will choose tables to proceed to the serving line.
3. Students who are buying food in the cafeteria must wait their turn in the line and pay for all food selected. (Lunches may not be charged).
4. Students must remain seated at all times -- exceptions are for getting served and for returning trays.
5. Trays must be returned promptly when students finish eating.
6. Students must wait until the teacher on duty dismisses their table.
7. Students must have passes and have signed out to leave the cafeteria during lunch.
8. No yelling or loud talking in the cafeteria at any time.
9. Students must not throw food, utensils, or paper, or bother someone else who is eating.
10. Students are responsible for placing all garbage in waste containers provided in the lunchroom.
11. Table areas and floor must be clean before students are dismissed.

## **BUS RULES**

1. A student may ride only on his or her assigned bus unless prior permission has been granted by the office in response to a (written and approved) parental request.
2. While riding the bus, the students must follow all instructions given by the bus driver.
3. The students must enter and leave the bus in an orderly manner.
4. The students must remain seated while riding on the bus.
5. Nothing may be thrown in, on, into, or out of the school bus.
6. Students must comply with all other school rules and policies while on the bus.

**Violation of bus rules may result in bus privileges being suspended and other school disciplinary action taken.**

## **BUS DISCIPLINARY ACTION**

In accordance with School Committee policy, students cited by the school administration for misbehavior

on buses of a nature deemed as jeopardizing the safety of others, causing damage to the vehicle, or being rude beyond an acceptable point of toleration, will be denied the use of school buses for a period of not less than two weeks.

Upon a second violation, a student will not be permitted to return to the bus until he or she, in the company of at least one parent or guardian, appears before the Superintendent of Schools.

In cases where the safe operation of the vehicle warrants immediate suspension of bus privileges, the school administration will contact the parent or guardian immediately by telephone and will confirm by letter any action taken or penalty imposed.

If damage to a vehicle is caused by a student, that student and his or her parents or guardian will also be responsible for all reasonable costs for repair of the vehicle.

Certain misconduct, such as harassment of other students, the driver, or the general public, or actions described in "Category B" above, may result in a suspension from school as well as suspension of bus privileges.

In accordance with state law, no person shall smoke on a school bus while such bus is being used to transport school children. Students will be suspended from school and/or bus transportation.

At the discretion of the administration, students may be restricted from riding the school buses for a shorter period of time, for less severe misbehavior than the above mentioned.

## **LOCKER SEARCHES**

It is the school's policy to retain master keys and copies of lock combinations in order to conduct periodic inspection of lockers to assure that certain items are not stored in lockers such as weapons, illegal drugs, alcoholic beverages, stolen property, and the like. It is further required that students use only school issued locks to secure their lockers. Students should also be aware that lockers remain the property of the Southborough Public Schools and are subject to search by school officials. These searches may be conducted without warning.

## **DISCIPLINE POLICIES**

All disciplinary procedures are subject to, and students must comply with, all policies adopted by the Southborough School Committee from time to time. No student shall be suspended in-school, out-of-school, or expelled without being afforded appropriate due process.

Suspensions of students, whether in-school or out-of-school, for offenses not involving weapons, drugs, assaults on staff, or felony charges, shall be imposed in accordance with the procedures set forth in M.G.L. c. 71, § 37H3/4 and 603 CMR 53.00. Suspensions or expulsions imposed pursuant to M.G.L. c. 71, § 37H and/or M.G.L. c. 71, § 37H1/2 shall be imposed in accordance with the due process requirements set forth in said statutes and the United States Supreme Court's decision in the matter of *Goss v. Lopez*. 419 U.S. 565 (1975).

All students suspended or expelled shall be provided with the opportunity to make academic progress during any period of disciplinary removal. Students suspended or expelled from school in excess of ten (10) consecutive school days shall be provided with the opportunity to receive educational services in accordance with the school's Education Services Plan during the long-term suspension or expulsion. M.G.L. c. 76, § 21.

## SUSPENSION/EXPULSION - Due Process

### Definitions:

*Expulsion*: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in a school year, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (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, 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 M.G.L. c. 71, § 37H or 37H½.

*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.

*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.

*Principal*: The primary administrator of the school or the Principal's designee for disciplinary purposes.

### Emergency Removals

The Principal may remove a student from school temporarily when the 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 following the initial emergency removal, 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 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.

#### In-School Suspension:

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. On or before the day of the In-School Suspension, the Principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Students have the right to appeal an in-school suspension that will result in the student's in-school suspension for more than ten (10) school days in a school year.

#### Out-of-School Suspension:

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. 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 student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

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 or an 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 any formal disciplinary proceedings.

Student's subject to long-term suspension or expulsion pursuant to M.G.L. c. 71, § 37H and/or M.G.L. c. 71, § 37H1/2 shall be imposed in accordance with the due process requirements set forth in said statutes and the United States Supreme Court's decision in the matter of *Goss v. Lopez*. 419 U.S. 565 (1975).

### Principal's Hearing:

#### Short-Term Suspension:

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.

#### Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right 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
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

### Principal's Decision:

Based on a preponderance of the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21. 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, whether short-term or long-term, before the suspension takes effect.

### Appeals

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. For long-term suspensions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request. As provided under 603 CMR 53.00, students do not have the right to appeal a short-term suspension or in-school suspension imposed in accordance with M.G.L. c. 71, §37H3/4.

### Academic Progress:

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. 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. M.G.L. c. 76, § 21.

#### Discipline and Students with Disabilities

The following procedures apply to suspension of students with disabilities when subject to suspensions or expulsion in excess of (10) consecutive school days or when, as a result of a pattern of disciplinary removal exceeding ten (10) school days cumulatively, the student has been subjected to a disciplinary change in placement:

- a. A suspension of longer than ten (10) consecutive school days or a series of short term suspensions that exceed ten (10) school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension or expulsion that would result in a disciplinary change in placement of a student with a disability, building administrators, the parents, the student (where appropriate), and relevant members of the student's IEP/504 Team ("Manifestation Team") will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Manifestation Team determines that the behavior was NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11<sup>th</sup>) cumulative day of disciplinary exclusion in the school year. A functional behavior assessment will be conducted where appropriate.
- d. If the Team determines that the behavior IS a manifestation of the disability, the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended or expelled for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to forty-five (45) school days:
  1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
  2. If the student causes substantial bodily injury to another at school or a school sponsored event; or
  3. If the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement.
- f. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Massachusetts Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

#### **CIVIL RIGHTS NON-DISCRIMINATION POLICY A-180**

The Public Schools of Southborough is committed to maintaining school environments free of discrimination, harassment or retaliation based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability.

Harassment, discrimination, and retaliation in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, 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 Public Schools of Southborough.

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.

### **Non-Applicability of This Procedure to Title IX Sexual Harassment Allegations**

The *Civil Rights Non-discrimination Policy* shall not apply to reports of sexual harassment as defined under Title IX of the Education Amendment of 1972 and its implementing regulations ("Title IX") effective August of 2020.

Allegations of conduct that could, if proven, meet the definition of sexual harassment under Title IX shall be addressed through the District's *Title IX Sexual Harassment Policy*. Similarly, allegations of conduct that meet the definition of sexual harassment under Title IX, and simultaneously meet the definitions of sexual harassment under Title VII (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will also be addressed through the [\*Title IX Sexual Harassment Policy and Procedures\*](#).

Allegations of conduct that do not meet the definition of sexual harassment under Title IX, but could, if proven, meet the definition(s) of sexual harassment under Title VII (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will be addressed through the *Civil Rights Non-discrimination Policy and Procedures*.

### **Definitions**

For the purposes of this Policy:

- 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, disability, or religion that is sufficiently severe, persistent or pervasive to create or contribute to 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. A hostile environment is one in which an individual is unreasonably interfered with, denied participation in or the benefits of, or otherwise subjected to discrimination with respect to any program or activity of the District.

#### **a. Non-Title IX Sexual Harassment**

M.G.L. c. 151B, § 1 - the term "sexual harassment" is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.



M.G.L. c. 151C, § 1 - the term “sexual harassment” is defined as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) 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 (b) 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.

Title VII of the Civil Rights Act of 1964 - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. A hostile environment on the basis of sex is created when the conduct is sufficiently severe or pervasive to alter the conditions of employment.

When determining whether an environment is hostile, the District shall consider the context, nature, frequency, and location of the incidents as well as the credibility of witnesses and the identity, number and relationships of the persons involved. The 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 Complainant, and under similar circumstances. Conduct does not constitute harassment where the incident occurs off-campus at a non-school sponsored activity and does not create a hostile environment at school for the victim.

- C. Retaliation: Retaliatory acts against any individual who exercises his or her rights under the civil rights statutes covered by this Procedure or the Title IX Sexual Harassment Procedure are considered to be discrimination and are unlawful. Individuals are prohibited from coercing, intimidating, threatening, or interfering with an individual because the individual exercised any right granted or protected under these procedures and/or the Title IX Sexual Harassment Procedure.
- D. Complainant: An individual who is alleged to be the victim of conduct that could constitute discrimination, harassment, or retaliation under this Procedure. Parents and/or legal guardians of a complainant are not considered a complainant but may file formal complaints on behalf of a minor child and act on behalf of the minor child in any civil rights matter.
- E. Party or Parties: The complainant and/or respondent.
- F. Principal: The Principal or Principal’s designee.
- G. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute discrimination, harassment, or retaliation under this Procedure.

#### How to make a complaint

Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the Principal. Students may also report incidents of harassing conduct to a teacher, administrator, or guidance counselor. Any complaint received by a school personnel shall be promptly reported to the Principal or Civil Rights Coordinator. Students or employees who are unsure whether discrimination, harassment, or retaliation has occurred are encouraged to discuss the situation

with the Principal. There may be instances where another third-party, who has not experienced but is aware of the occurrence of prohibited conduct, may bring a complaint under this Procedure. In such circumstances, that person is referred to as the “reporter.”

- A. Any District employee who observes or receives a report of discrimination, harassment or retaliation shall promptly notify the Principal or Civil Rights Coordinator, identified below. Any District employee who observes discrimination, harassment or retaliation against a student should intervene to stop the conduct and report it to Principal. Upon receipt of a report of discrimination, harassment or retaliation, the Principal shall promptly inform the relevant Civil Rights Coordinator of the report, and the District will respond in a manner consistent with this Procedure. If the report involves an accusation against the Principal or Civil Rights Coordinator, the employee shall report the incident to the Superintendent or designee.
- B. Informal Reports: Individuals may wish to file a formal complaint of discrimination, harassment or retaliation, or to report informally (i.e., without initiating a formal complaint). Such informal reports may be made to the Principal or Civil Rights Coordinator. The District shall inform anyone making an informal report that he or she may initiate a formal complaint at any time, regardless of what steps are being or have been taken in response to an informal report.
- C. Anonymous Reports: Complainants and reporters should be aware that although the District will often be able to maintain confidentiality of reporting persons, the District may sometimes be required to take actions to protect the safety of the school community that may result in the identity of the reporting person being disclosed (to the police, for example). When reporters or Complainants seek to remain anonymous or have their identities kept confidential, they will be informed that honoring such a request may limit the ability of the District to respond fully to any reported event, including limitations on the ability to take disciplinary action against a Respondent.
- D. 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 Complainant and Respondent, the District may seek to do so. The informal process is voluntary, and the Complainant and/or Respondent may terminate or decline any informal process at any time, without penalty.
- E. Formal Process: A formal complaint shall state (if known to the reporter or Complainant) the name(s) of the persons involved and witnesses to the conduct, describe the conduct, and identify, to the extent possible, the dates and locations of the conduct. The complaint shall be signed and dated by the reporter and/or Complainant. 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.
- F. 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: (a) if the conduct, even if substantiated, would not constitute harassment, discrimination or retaliation, dismiss the complaint; (b) if the alleged conduct (or complaint) could not, even if true, constitute discrimination, harassment or retaliation, but is within the scope of another procedure, the Civil Rights Coordinator shall 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 D, above; or (d) if the alleged conduct, if substantiated, would constitute discrimination, harassment or retaliation, the Civil Rights Coordinator or Principal will initiate an investigation. The Civil Rights Coordinator or Principal may also identify and initiate any interim measures. See Section G.

- G. Interim Measures: The District will provide prompt and reasonable interim measures during the pendency of the investigation, if appropriate, to support and protect the safety of the parties, the educational environment, and the District and/or school community; to deter retaliation; and to preserve the integrity of the investigation and resolution process. Any interim measures will be monitored to ensure they are effective based on the evolving needs of the parties. Violations of the restrictions imposed by interim measures could be considered a violation of school rules and may be considered in determining whether discrimination, harassment or retaliation has occurred.
  
- H. Timeframes: The District will seek to complete any investigation within twenty (20) school days after receipt of a complaint and provide the written notice of the outcome of the investigation within twenty-five (25) school days. The investigator may impose reasonable timeframes on all parties to facilitate the timely completion of the investigation. The investigator may extend the investigation period beyond the time period identified due to extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If a complaint or report of discrimination, harassment or retaliation is received within three (3) weeks of the end of the academic school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant and Respondent of the extension. A report to the law enforcement will not automatically delay an investigation; however, a request from law enforcement to delay the investigation may require a temporary suspension of an investigation, and the District will promptly resume its investigation upon being advised that law enforcement's evidence gathering is completed.
  
- I. Under the formal resolution procedure, the complaint will be investigated by the Principal, Civil Rights Coordinator or other individual designated by the Principal or Civil Rights Coordinator who has responsibility for seeking and gathering evidence relative to the investigation. A formal complaint against an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. During the formal resolution procedure:
  - 1. The Complainant shall be provided with an opportunity to be heard and have the opportunity to identify witnesses and other relevant evidence to the investigator.
  - 2. The Respondent 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.
  - 4. The investigator will keep a written record of the investigation process.
  - 5. The investigation will be completed within twenty (20) school days of the date of receipt of the complaint.
  - 6. The notification of the outcome of the investigation, including, if appropriate, a description of the remedies taken, will be provided to the parties within twenty-five (25) school days of the receipt of the complaint, unless extended for good cause.

7. Nothing in this Procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the time period described above.

Extension: If the designated official deems it necessary, due to the severity of the allegations or the need for discovery of further information, an investigation may be extended beyond the school day limit. However, as soon as it is determined that more time is necessary, the designated official must notify the complainant, alleged perpetrator, any parent/guardian, if applicable, and the Director of Student Services, if the victim is a student, or the Director of Human Resources, if the complainant is a non-student member of the school community.

- J. Standard of Proof: The investigation shall make factual findings based on a preponderance of the evidence standard.
- K. If the investigator determines that discrimination, harassment or retaliation has occurred, the District shall take steps to eliminate the discriminatory or harassing environment, which shall include but not be limited to:
  1. Identifying what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment or retaliation, and to correct its discriminatory effects if appropriate; and
  2. Informing the Complainant and Respondent 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 Civil Rights Policy 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.

- L. Appeal: If the Complainant or the Respondent is dissatisfied with the results of the investigation, an appeal may be made to the Superintendent or designee within seven (7) calendar days after receiving notice of the outcome of the investigation, except for circumstances in which the Respondent is subject to long-term suspension as a result of a finding of discrimination, harassment or retaliation. In such an instance, the appeal rights of the Respondent will be provided in a manner consistent with the disciplinary due process requirements applicable to the circumstances (e.g., M.G.L. c. 71, 37H, 37H ½ or 37H ¾). Appeals must be made in writing (email is sufficient) to the Superintendent, The Public Schools of Northborough and Southborough, 53 Parkerville Road, Southborough, MA 01772.
- M. The Superintendent will decide the appeal within thirty (30) calendar days of the date of receipt of the written appeal.
- N. Identification of Civil Rights Coordinator for complaints of discrimination, harassment, and retaliation under this Procedure is:  
Heather Richards, Esq. Director of Human Resources, hrichards@nsboro.k12.ma.us
- O. Employment Agencies: The contact information for state and federal employment discrimination enforcement agencies is as follows: (1) Federal: United States Equal Employment Opportunity Commission (EEOC); John F. Kennedy Federal Building; 15 New Sudbury Street, Room 475; Boston, MA 02203-0506; 1-800-669-4000; [EEOC Boston Area Office Website](#); and (2) State: Massachusetts Commission Against Discrimination (MCAD); Boston Headquarters; One Ashburton Place; Sixth Floor, Room 601; Boston, MA 02108; (617)-994-6000; [MCAD Website](#).

Legal Ref: Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; 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; the Age Act; M.G.L. c. 151B and c. 151C; M.G.L. c. 76, § 5; SC Policy JICFB, Bullying Prevention; SC Policy AC, Nondiscrimination.

Adopted:	January 13, 2021
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## TITLE IX SEXUAL HARASSMENT POLICY

### OVERVIEW

The Public Schools of Southborough is committed to maintaining school environments free of sexual harassment.

Sexual harassment in any form or for any reason is prohibited. This includes sexual harassment by administrators, personnel, students, vendors, and other individuals in school or at school related events.

The District does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX not to discriminate on the basis of sex. Such non-discrimination also extends to admissions and the employment application process. Retaliation against any individual who has brought sexual harassment to the attention of school officials, or against an individual who has participated, or refused to participate, in the investigation thereof is unlawful and will not be tolerated by the Public Schools of Southborough. For more information please see [Title IX Sexual Harassment Policy A190](#).

## DISPENSING OF MEDICATION - J-220

### Overview

This policy outlines the process for proper dispensing of medications.

### Restrictions and Guidelines

According to the Department of Public Health 105 CMR 210.000, a licensed nurse must have a medication order from a licensed prescriber in order to administer prescription medications. A licensed nurse will follow the Board of Registration in Nursing's protocols regarding the administration of over-the-counter medications.

These guidelines apply:

- Students are prohibited from carrying medicines of any kind on their person or having them in their possession without prior approval of the school nurse. Students who fall into the following exceptions may self administer prescription medication, provided the student, school nurse and parent/guardian,

where appropriate, enter into an agreement which specifies the conditions under which prescription medication may be self administered:

3. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
  4. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
  5. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
- No medication is administered or terminated in school without a written order from a licensed prescriber. The order must be signed, dated, for a closed period of time and include instructions for dispensing.
  - A written and dated request concerning dispensing of medication must be submitted to the nurse. This request must be signed by a parent/guardian or by an emancipated eighteen-year-old.
  - Prescribed medications, over-the-counter medications, and inhalers administered under these conditions are brought to the nurse or designee by a parent/guardian in the original properly labeled container.
  - For short-term medication, requiring administration for ten or less school days, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, he/she may request a licensed prescriber's order.
  - New written orders from the licensed prescriber as well as written requests from parent/guardian are needed each new school calendar year. Written parent/guardian consent forms and licensed prescriber order forms may be obtained from the school nurse.
  - All medication will be picked up by the parent/guardian on or before the last day of the school year. No medications will be stored over the summer. Medications left at school will be disposed of appropriately.
  - Epinephrine (by auto injector) will be administered by a school nurse in the event of a life threatening allergic reaction. The school nurse will be authorized to train designated unlicensed personnel in the emergency administration of epinephrine (by auto injector) to students with a known diagnosis of a life-threatening allergy in the event a school nurse is not readily available. This delegation shall be performed in accordance with the standards established by the Massachusetts Department of Public Health.

*Reference: J-300 Student Travel Policy*

Adopted:	December, 1991
Revised:	October 14, 1992
Revised:	February 11, 1997
Revised:	December, 1999
Revised:	May 11, 2011
Revised:	May 9, 2018

## STUDENT RESPONSIBLE USE POLICY - I-200

### Purpose

The Public Schools of Northborough and Southborough use technology and internet-based tools in their classrooms on a regular basis to enhance student learning and ensure all students develop technology skills that support lifelong learning and help them become responsible digital citizens. These technology tools are available to assist students in enhancing communication, collaboration, and accessibility to experiences beyond the classroom. Student access to technology requires responsible, ethical, and legal use in accordance with federal and state laws. This policy applies to the use of technology on or off school property and when using personal devices to access the district network or resources. The district will conduct an annual review of this policy to comply with existing law and respond to the rapid changes in technology.

### Monitoring and Privacy

In accordance with law, the Public Schools of Northborough and Southborough filter network access, as much as reasonably possible, to visual, audible and written materials that are obscene, pornographic, or harmful to minors. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email. Internet usage is logged and monitored for use consistent with our educational mission. Students who accidentally access inappropriate sites that are not educational when using school owned devices should notify a teacher or administrator for blocking.

### **Terms of Agreement:**

1. I will respect and protect the privacy of others by:
  - a. Using only assigned accounts/passwords and not sharing login/password information with others.
  - b. Only accessing authorized data or networks.
  - c. Refraining from distributing private information about myself or others ( e.g. full name, date of birth, address, phone number, Social Security Number, etc.) on blogs, web forms, or other websites.
2. I will respect and protect the integrity, availability, and security of all electronic resources by:
  - a. Observing all district Internet filters and posted network security practices.
  - b. Reporting security risks or violations to a teacher or administrator.
  - c. Not accessing files, folders, data, networks, hardware, software or other resources that do not belong to me, without clear permission of the owner.
  - d. Not making any changes to settings in hardware, software or the network.
  - e. Not vandalizing data, networks, hardware or other resources. (Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user, the Internet/ Intranet, or other networks).
  - f. Notifying a staff member or administrator of computer or network malfunctions.
  - g. Not installing software onto computers without appropriate approval.
3. I will respect and protect the intellectual property of others by:
  - a. Following copyright laws which prohibit the reproduction and/or, distribution of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies.
  - b. Citing sources when using others' work (not plagiarizing).
4. I will respect and practice the principles of community by:
  - a. Communicating only in ways that are kind and respectful.
  - b. Reporting inappropriate use of technology, threatening or discomforting materials to a teacher or administrator.
  - c. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Respecting the rights of others by refraining from cyberbullying, harassment or intimidation in messages, blogs, web content, social media and other electronic mediums.
  - e. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) through messages, blogs, web content, social media and other electronic mediums.
  - f. Not using district resources to further other acts that are criminal or violate the school's code of conduct.
  - g. Avoiding spam, chain letters, or other mass unsolicited mailings.
  - h. Refraining from buying, selling, advertising, lobbying or otherwise conducting business, unless approved as a school project.

- i. Only using the Internet and other electronic resources that are in furtherance of and compliance with the educational goals, objectives, and policies of the Public Schools of Northborough and Southborough.

**Statement to Student/Parent(s)/Guardian(s):**

The Superintendent and Administration retain the right to monitor all school-related activity on district owned equipment and all activity on the district's network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all Students.

Any violation of this policy will be subject to investigation and/or disciplinary action, as outlined in the handbooks for students and parents.

**The District complies with legislation including, but not limited to:**

- The Children's Internet Protection Act (CIPA);
- Children's Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Adopted:	February 11, 1997
Revised:	May 10, 2000
Revised:	February 13, 2002
Revised:	May 11, 2011
Revised:	March 20, 2019



## **MASSACHUSETTS STATUTES: STUDENT BEHAVIOR AND DISCIPLINE: M.G.L. c.71, §37H**

### **I. M.G.L. c.71, §37H**

(A) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

(C) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(D) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

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

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

### **II. M.G.L. c. 71, § 37H1/2**

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 may suspend such student for a period of

time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

### **III. M.G.L. c. 71, § 37H3/4.**

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

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

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

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed

with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

#### **IV. M.G.L. c. 76, § 21**

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

#### **V. M.G.L. c. 71, § 37L**

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.



## STUDENT RECORDS

### I. NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### II. SUMMARY OF FEDERAL AND STATE LAWS AND REGULATIONS PERTAINING TO STUDENT RECORDS

#### 1. Definitions

**Student Record:** The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student’s name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. Electronic communications (e.g. emails, text messages, tec.) shall not be considered to be records maintained by the school district unless printed and placed in the student’s temporary record.

**Parent:** A student’s father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

**Eligible Student:** A student who has reached fourteen (14) years of age or who has entered 9<sup>th</sup> grade. Upon reaching 18 years of age, the adult student may submit a written request to the principal or to the Superintendent of Schools to limit the rights of the parent(s) to request the amendment or release of the student record. Under Massachusetts law, however, a student cannot limit the right of the parent(s) to inspect the student record regardless of the Student’s age. M.G.L. c. 71, § 34E.

#### **Authorized School Personnel:**

- (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. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed 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. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

## **2. Inspection of the Student Record**

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified school staff member or may invite anyone else of their choosing to inspect or interpret the record with them (at private expense).

## **3. Rights of Non-Custodial Parents**

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please see 'ACCESS FOR NON-CUSTODIAL PARENTS' below.

## **4. Confidentiality of Student Records**

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls.

## **5. Amendment of the Student Record**

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The building principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

## **6. Destruction of Student Records**

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. 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 eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed. Electronic communications (emails) that are not printed and placed in a student's temporary record are not maintained by the District as student records for purposes of state and/or federal laws and regulations.

## **7. Directory Information**

Federal and state regulations authorize school districts to disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Northborough-Southborough Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent.

**If you do not want directory information from your child's education records disclosed without your prior written consent, please notify the Principal in writing by no later than September 15th. The Northborough-Southborough Regional Schools has designated the following information as directory information:**

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

### III. ACCESS FOR NON-CUSTODIAL PARENTS

**M.G.L.c. 71, § 34H: Noncustodial parents; receipt of information for child enrolled in public elementary or secondary schools; notice to custodial parent.**

- A. Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English language learners program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the

parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or (2) the parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record.

- B. A parent requesting information under this section shall submit a written request to the school principal.
- C. Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.
- D. At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.
- E. The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.
- F. The Massachusetts Department of Elementary and Secondary Education shall promulgate regulations to implement the provisions of this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.

#### 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:

- 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 (ED)-
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;



- 7. Religious practices, affiliations, or beliefs of the student parents; or
- 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  - 1. Any other protected information survey, regardless of funding;
  - 2. 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;
  - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  - 1. Protected information surveys of students;
  - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  - 3. Instructional material used as part of the educational curriculum.

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

The Northborough-Southborough Public Schools has developed and adopted 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 Northborough-Southborough Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any 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 Northborough-Southborough Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- 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, DC 20202-5920

## Student Acceptable Use Policy for Technology Agreement

I/We have read the Internet Acceptable Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. I/We understand and accept the conditions stated above. I/We understand that my/our student is expected to use good judgment and follow the Policy in making electronic contact with others. Parent permission will be obtained prior to a student's work with their name being put on a school's home page on the Internet.

Should my student breach this policy, I understand that the consequences of this violation could result in but are not limited to:

- revocation of all network access on the School Districts' network
- suspension of computer access
- revocation of computer access
- school suspension
- school expulsion
- legal action and prosecution by the authorities.

If you choose to deny direct Internet access to your student at this time, you are refusing permission for individual exploration only. Students may still be exposed to information from the Internet in guided curricular activities at the discretion of their teachers. A student will not have individual Internet access without a signed Acceptable Use Policy.

**Student's name:**

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**Parent name**

**Student signature**

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**Parent signature**

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**Date**

## **Code of Conduct Signatures**

The undersigned student and parent/guardian acknowledge that they have read and understand the P. Brent Trottier Middle School Code of Conduct.

I, \_\_\_\_\_, have read and reviewed the CODE OF CONDUCT contained in the student assignment book with my parent/guardian and fully understand its content.

Student Signature\_\_\_\_\_

I have reviewed the P. Brent Trottier Middle School Code of Conduct with my child and fully understand its content.

Parent/Guardian Signature\_\_\_\_\_

***This page must be signed and returned to the student's homeroom teacher on or before September 3, 2021.***