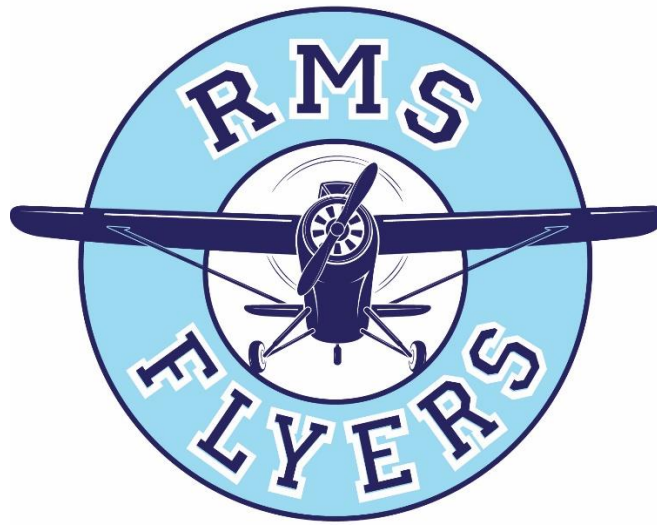


Richardson Middle School

Student/Guardian Handbook

2021-2022



1570 Lakeview Avenue

Dracut, MA 01826

978-957-3330

Dracut Public Schools: A Community of Caring
Respect~Caring~Responsibility~Trust~Family

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Welcome to the Richardson Middle School!

September 1, 2021

Dear Middle School Students & Families,

Welcome to the Richardson Middle School. If this is your first year of middle school, this is an exciting time! For those returning students, we are excited to welcome you back to another year at RMS! We will make every effort to ensure that your school year is productive, engaging, fun and exciting!

This handbook is designed to inform students and families of our policies and procedures. Please take the time to read this document and save it for future reference. It contains valuable information about academics, expectations and the organization of the Richardson Middle School.

This is our eighth year as a middle school. We work tirelessly to meet the distinct needs of early adolescent students. Using the *Turning Points* model, our planning and decisions are focused on creating a school community that fosters the learning and development of young adolescents. In our school, adults and young people work together to create a school community that celebrates this fascinating period of childhood that includes rapid physical, intellectual and social growth. During these middle school years, our goal is to support every student as they make the transition from elementary school to high school.

This is a time to explore. I encourage students to develop new interests, skills, and relationships. A primary goal of our school is to nurture your learning. Teachers will ask you to think more independently and study effectively as they support you in becoming a life-long learner. You will work collaboratively and independently. You will need to set priorities and manage your time and responsibilities.

Please pay particular attention to the handbook sections that focus on behavior expectations and student discipline. If you have any questions or concerns, please do not hesitate to contact the school.

Together we can ensure a successful middle school experience for every student. Welcome to the Richardson Middle School!

Sincerely,

Maria McGuinness
Principal

Dracut Public Schools Directory

Superintendent's Office:

Steven Stone, Superintendent	978-957-2660
Thomas Lafleur, School Business Administrator	978-957-5583
David Hill, Director of Curriculum & Instruction	978-957-2617
Kimberly Lawrence, Director of Student Services	978-957-4649
Andrew Graham, Supervisor of Building & Grounds	978-957-9704
Patricia Puntumapanitch, Food Service Director	978-957-9714

School Committee Members:

Joseph Wilkie	Chairperson
Renee Young	First Vice-Chairperson
Allison Volpe	Second Vice-Chairperson
Dr. Linda Trouville	Board Member
Dr. Rebecca Duda	Board Member

Schools:

Dracut High School	978-957-1500
Justus C. Richardson Middle School	978-957-3330
George H. Englesby Elementary School	978-957-9745
Brookside Elementary School	978-957-0716
Greenmont Avenue School	978-453-1797
Joseph A. Campbell Elementary School	978-459-6186

Richardson Middle School: 978-957-3330; Fax Number: 978-957-4075

Maria McGuinness, Principal ext. 2000

mmcguinness@dracutps.org

Adrienne Wheeler, Assistant Principal ext. 2201

awheeler@dracutps.org

Robert Molloy, Assistant Principal ext. 2115

sninteau@dracutps.org

Paula Chausse, Dean of Students ext. 2145

pchausse@dracutps.org

Elaine Heighington, School Nurse ext. 2101

ehighington@dracutps.org

Mary Francis, School Nurse ext. 2001

mfrancis@dracutps.org

Emily Pinto, School Adjustment Counselor ext.2142

epinto@dracutps.org

Laura Smith, School Adjustment Counselor ext. 2231

lsmith@dracutps.org

DRACUT PUBLIC SCHOOLS **2021-2022 SCHOOL CALENDAR**

Approved March 22, 2021

9-1-21 Teachers Return/Professional Development

9-2-21 First Day of School Grades 1-12

9-2-21 Kindergarten Orientation

9-3-21 Kindergarten Classes Begin

9-6-21 Labor Day – No School

9-22-21 Early Release for Students
(Professional Development Day)

SEPTEMBER (20/20)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER (20/40)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

10-11-21 Columbus Day – No School

10-13-21 Early Release for Students
(Professional Development Day)

11-2-21 No School for Students: All Day Professional Development

11-11-21 Veteran's Day Observance - No School

11-24-21 Thanksgiving Holiday Begins- ½ Day Early Release

11-25-21 & 11-26-21 Thanksgiving Recess - No School

NOVEMBER (18/58)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER (17/75)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

12-8-21 Early Release for Students
(Professional Development Day)

12-23-21 Christmas Vacation Begins at the close of school

1-3-22 Schools Re-open

1-12-22 Early Release for Students
(Professional Development Day)

1-17-22 Martin Luther King Jr. - No School

JANUARY (20/95)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY (15/110)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

2-18-22 Mid-Winter Vacation Begins at the close of school

2-28-22 Schools Re-Open

3-16-22 Early Release for Students
(Professional Development Day)

MARCH (23/133)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL (15/148)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4-15-22 Good Friday – No School

4-14-22 Spring Vacation Begins at the close of school

4-25-22 Schools Re-Open

5-30-22 Memorial Day – No School

MAY (21/169)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE (11/180)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6-15-22 180th Day
1/2 Day Early Release

6-22-22 185th Day

Kindergarten Screening
June 13, June 14, June 15
No School for Kindergarten Students

2021-2022 School Calendar

MISSION STATEMENT

The Dracut School Community is committed ...

<i>TO FOSTERING</i>	a safe and caring learning environment where autonomy, collaboration, and mutual respect are valued.
<i>TO PROVIDING</i>	our students with the knowledge and skills necessary for reaching their individual potential.
<i>TO INSPIRING</i>	all students to persevere, to become critical thinkers, to become good community members, and to become lifelong learners.

VISION STATEMENT

The Dracut Public Schools aspires to be a world-class school system that develops the heads, hearts, and hands of its students and inspires them to be the critical thinkers, problem-solvers, and innovators who make contributions to their communities, our nation, and the world.

We believe and value:

1. The individuality and uniqueness of each child.
2. The special talents and abilities of each child.
3. The truth that all children can learn.
4. The respect for personal and cultural diversity.
5. The respect and dignity of each member of the school community.
6. The student's right to equal access to educational opportunity.
7. The necessity of strong community partnerships.
8. The dedication and passion of our employees.

RICHARDSON MIDDLE SCHOOL ORGANIZATION

Using the *Turning Points* framework, our school is organized to meet the academic, social and emotional needs of young adolescents. All decisions focus on what is best for every Richardson Middle School student. Students are assigned to teaching teams at each grade level. In grade 6, students have teams of two teachers. In grades 7 & 8, students have four teachers. In addition to subjects like English Language Arts, Math, Science and History, there are other course offerings.

These include art, music, health, physical education, consumer science, technology, and STEAM. Our school and district also use the Community of Caring and RULER approaches to support the emotional wellbeing of our school community.

SCHOOL HOURS

School begins at 7:15am. Students are expected to be in their first period class at 7:15 am or they are considered tardy to school. Doors open at 7:15 am. School dismissal is at 1:45pm. Students are encouraged to participate in any of our after-school programs. This includes late help, athletics, drama, music, co-curricular activities, and detentions. Students are not to hang around school grounds after dismissal. They should not be on the school grounds of the high school, Brookside Elementary, or Englesby Elementary schools before or after school.

ARRIVAL AND DEPARTURE

Guardians who drive students to school in the morning or pick them up in the afternoon are asked to enter and exit the school perimeter through the driveway at the rear of the building, closest to the gymnasium. The front driveway is for bus drop off.

There will not be adequate supervision of students before 7:05 AM or after 2:30 PM. For the safety of students, they are not to be in the school building or on school grounds before 7:05 AM or after 2:30 PM. on any day school is in session, except for the following purposes:

- To meet with or be under the supervision of a member of the school/district staff
- To participate in a supervised school sponsored activity
- To attend a scheduled event as a spectator in a designated area

When students arrive, they will wait in the following areas:

Grade 6: Gymnasium

Grade 7: Cafeteria

Grade 8: Outside in front of the school or (weather depending) the main lobby

WALKING/BICYCLES/SKATEBOARDS

The roadways and parking areas are very busy during the morning and afternoon when school is beginning and ending each day. It is especially important that Guardians follow the rules of dropping off their students and exiting school grounds as posted. It is important for students to be aware of their surroundings and traffic, including bus movement. When on a bus wait until the bus is completely stopped to get up and exit. Keep hands and heads inside the windows. Walkers and those on bikes need to be courteous and careful. Bikers may lock their bikes on the bike rack in front of the main entrance to the school. If a student has a skateboard, they may carry it into the building and leave it with the main office when they enter the building.

SECURITY

In order to maintain a secure environment, students will enter and exit at all times through the doors designated for their grade. Students are not allowed to have visitors accompany them to school. This includes friends and relatives from other towns or school districts. If a student notices

any person inside or outside the building who does not attend this school, he/she is to notify a teacher and/or adult, or come to the office directly to report the trespasser. Students should never directly confront a stranger. They should always notify an adult and let the adult address the problem. All exterior doors to the school will remain locked at all times. **Students are not to open an exterior door from the inside to allow an individual to enter the building, unless they are specifically instructed to do so by a staff member.** Any visitor wishing to enter the school must go to the main lobby door and buzz for admittance. This will also apply to students who arrive to school late.

EMERGENCY EVACUATION OF THE BUILDING

In an emergency (when it is necessary to evacuate everyone in the building), an alarm will sound and teachers will escort students out of the building following the evacuation plan that is posted in every classroom. **Upon exiting the building, students must check in with their classroom teacher. If any student was not with their regularly scheduled teacher when the alarm went off, once outside, the student should report to any nearby staff member for attendance purposes.**

EMERGENCY INFORMATION/CHANGE OF ADDRESS

In order to reach a Guardian/guardian in an emergency, the school must have current contact information for every student. This information is usually obtained at the beginning of every school year, but should be updated whenever there is a change of address or phone number.

The following information is important to have on file:

- Guardians/guardians names
- Home address
- Email address
- Home phone, work phone, cell phone numbers
- Emergency phone number of relative or friend
- Physician's name and phone number
- Medical information

Please inform the school office personnel immediately if you have a change of address or telephone number. It is imperative that we have the most current information on file should there be a school related emergency. If Guardians are away the office needs all contact information of the temporary guardian.

ATTENDANCE

Regular attendance and coming to school on time are two requirements for success in school. Every effort should be made to attend school. Absences due to illness or other serious reasons are, of course, understood. If a child is absent, it is the responsibility of the Guardian/guardian to keep the school informed each day of the absence. Guardian communication is essential, as well as

appreciated, but it is not considered an excuse for the child's absence. A Guardian/guardian must call the school to report the student's absence by 8:00 am. If the school does not receive a call from the Guardian/guardian, an automated call will be sent to the home.

The attendance telephone number is 978-957-3330 and then follow the prompt for the attendance line. The attendance line is in operation 24/7. When calling, please state your name, the child's name and grade and the reason for the absence. When the student returns to school, we require that a Guardian send a note containing an explanation for the absence. The note should include the exact date(s) of the absence(s).

The Dracut Public Schools, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying the Guardian or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. This policy requires that the school principal, or a designee, make a reasonable effort to meet with the Guardian or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's Guardian or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

The Principal reserves the right to reject any explanation for absence which is not found to be factual, and reserves the right to excuse any absence which has occurred due to mitigating circumstances or for obvious medical reasons. Providing a note documenting an absence due to bereavement or medical documentation to verify a prolonged illness will (in most cases) allow us to record the absence as excused (instead of unexcused). Students will not be allowed to attend after school activities on the day they are absent from school.

Any student whose cumulative unexcused **school tardy** record reaches four (4) times per marking period will be assigned an office detention. At the accumulation of seven (7) school tardies - 2 office detentions will be assigned. At an accumulation of ten (10) tardies or more students will attend a three (3) hour Saturday School Session and their Guardians will be required to meet with school administrators in an effort to resolve the situation. The school will notify Guardians in writing of attendance/tardy concerns on a quarterly basis. The intent is that the school and family will work together to improve the student's attendance record.

The Attendance Officer for the school district will be notified of excessive and chronic absences and/or tardies. A meeting with school officials may be scheduled for poor attendance. If interventions do not lead to an improvement in student attendance, the school and Attendance Officer will file a Child Requiring Assistance petition to request additional supports for the student and family.

MISSED WORK

When a student is absent from school, missed work must be made up when you return. When a student returns, they should seek out the teachers, and gather missed assignments. Students are encouraged to stay for late help to make up missed work. Teachers will help students with make-

up work, but the responsibility for finding out assignments and for completing them is the students. If a Guardian or guardian requests work for an absent student, it should be done before 9 am and they may pick up the work in the main office after 2 pm.

The school calendar provides three school vacations during the academic year. The school system does not condone and, indeed, strongly discourages the practice of Guardians or others taking students on extended vacations when school is in session. Teachers are not required to prepare work ahead of time for any absence due to vacations.

SCHOOL DISMISSAL & LEAVING SCHOOL GROUNDS

Any student who is being dismissed from school must have a written note that is turned in to the office when they arrive at school in the morning. This note must state the student's name, grade level, the date, time of dismissal, and reason for dismissal. All students being dismissed must sign out at the office before leaving school. A Guardian or designated adult must come to the office to pick up the student.

If you need to have your child dismissed to anyone else during school time or at dismissal, you must have a note sent to the office. In the note please state your child's name, grade level, the date, time of dismissal, reason for dismissal, and who will be picking up your child. Please inform the person that positive identification will need to be provided. In cases of court custody/guardianship or temporary/permanent restraining orders a copy of the document must be on file at the school.

Permission to leave does NOT ensure class time missed will be counted as an excused absence. In order for the class time missed to be excused, the student must return with documentation from the stated reason for the dismissal (medical/dental note). In all cases of dismissal from school, the student must sign-out at the main office before leaving the building. Students are responsible for obtaining assignments and homework for all classes missed

Guardians are encouraged to make appointments for RMS students outside of the school day.

CHILD REQUIRING ASSISTANCE

Under M.G.L. c. 119, § 21, , a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child: repeatedly runs away from the home of a Guardian or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a Guardian or legal guardian, thereby interfering with the Guardian's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is "habitually truant." A school aged child is "habitually truant" when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, willfully fails to attend school for more than 8 school days in a quarter. The school can assist Guardians with pursuing "CRA" services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly

referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

HALLWAY PASSING

- Students are to move to the right in passing through corridors.
- Running is not permitted anywhere in the school building except in the gym area under the direction of physical education teachers.
- Students may talk while moving from class to class, but they are expected to talk softly and to create as little disturbance as possible.
- Students who are not passing in the hallway during scheduled passing times, should have a hall pass. Students should also sign in and out of their classrooms if leaving the room during class time.
- Hall passes are issued by teachers or other staff members at his or her discretion.
- When in the hall you may be asked to show your pass. In the event that a student does not have a hall pass, disciplinary action will be taken.

SCHOOL CLOSINGS

In the event that the school will be closed due to bad weather or other emergencies, direct telephone messaging will occur to all primary phone numbers that are on record for students. Additional announcements will be made on the major Boston television channels and the Dracut Public Schools website (dracutps.org) Families should download the Dracut Public Schools app and allow for push notifications in order to receive the most up-to date school information.

RESPECT

All members of the Richardson Middle School community are expected to exhibit a sense of care for themselves, one another and the environment. By respecting the rights and safety of others, respecting school and personal property, demonstrating an appreciation of individual differences, and acting in an environmentally conscientious manner, we all will be guaranteed a safe school environment.

PERSONAL & SCHOOL PROPERTY

Students are expected to respect the possessions of other members of the school community as well as all school property. Disciplinary consequences will be issued for handling, transporting, or using the school's or others' belongings without permission, as well as malicious destruction of property, which includes, but is not limited to altering, bending or damaging school materials, structures, belonging to the school or others. Damage to school property may result in restitution for cost of repair or replacement and/or criminal charges.

SCHOOL PROPERTY

Textbooks are loaned, not given to students. Payment in full will be expected for lost or damaged textbooks. Textbooks and other items found in the school building should be brought to the **main**

office. These items will be placed in the lost and found area. Students should keep their textbooks covered and put their names on wearing apparel, textbooks, in purses, notebooks, organizers, etc. so that if lost, the item can be returned to its owner. Damaging or defacing school property will be dealt with appropriate discipline, restitution and/or criminal charges. Payment for any damage will be required, along with the appropriate penalty for such action. Students have a responsibility to report those who willfully destroy school property.

SECURITY OF PERSONAL BELONGINGS

Students are advised and expected to keep their books, clothing and other belongings secured or in their own possession at all times. All items lost or stolen should be reported promptly to the Office. To discourage theft, students are encouraged to mark their belongings with clear identification.

As a general rule, students should not bring valuables or large sums of money to school. If this is necessary, students should turn in valuables to the office for safekeeping. The school **will not** be responsible for valuables that are lost or stolen although every effort will be made to retrieve such items.

LOCKERS

Lockers are assigned to students at the beginning of every school year. Combinations to lockers are changed every summer and new combinations are issued at the start of the year. Backpacks, book bags, books and clothing should be stored in the locker. No drawing, writing or stickers of any sort may be on the lockers. This is considered defacing of school property and will result in disciplinary consequences.

All lockers are subject to search by the school administration and students do not have an expectation of privacy in school lockers.

Students are to use only the lockers they have been assigned. Sharing of lockers is not allowed. Lockers are to be kept locked. This practice is designed to protect all books and valuables. Information concerning lock combinations should not be shared. Students may go to their lockers before school, during a scheduled locker break, before and after lunch or physical education, and at the end of the day or if given written permission. Students may not use their lockers at other times of the day unless they have permission from a teacher.

PHONE USE AND COMMUNICATION WITH PEOPLE OUTSIDE SCHOOL

School time is for the purpose of educational instruction and activities. If a student needs to call home there is a phone in the office that they may use. Students should obtain a pass from their teacher to use the office phone. If a Guardian needs to contact a student, calls must be received through the school office. Messages will be passed on in between class time.

CELL PHONES & ELECTRONIC DEVICES

Students often have cell phones, but these should be “off and away” during school hours. **If you bring an electronic device to school, they must be turned off and put in your backpack at the**

start of the day. The only time a student will be permitted to use a cell phone is for educational purposes (timers in science class, graphing calculator app, etc.) and under the direction of a teacher or administrator. **The Dracut Public Schools are not responsible for lost, stolen, damaged or broken devices.** If a Guardian needs to reach a student during the school day, please call the main office (978-957-3330) to leave a message. The use of cellular phones/beepers, cameras, iPods, and other electronic devices are deemed to be inappropriate for the classroom (unless the teacher directs the use of the item for classroom purposes). Any confiscated electronic device will be held in the main office until the end of the school day. If it becomes a chronic issue, the office will require that a Guardian/guardian pick up the device.

If a student wishes to bring an e-reader to school, a permission form is available in the office. It must be completed and returned to the main office. Forms need to be filled out yearly and kept on file in the main office. Students will acknowledge that the e-reader will be used for academic purposes only.

LUNCH/BREAKFAST

For the 2021-2022 school year, breakfast and lunch are free of charge. Snacks are available for purchase.

Breakfast is available Monday through Friday. Students are offered a “grab and go” menu and may eat in their Advisory classes.

Lunch periods are assigned by grade level. A schedule will be shared on the first day of school. Students may bring a lunch to school or purchase a hot or cold lunch from the cafeteria.

The Dracut Public Schools uses a point of sale (POS) system called Nutrikids. NutriKids is the leading provider of food service management products and support for the K-12 market.

MySchoolBucks is a program that is a secure online student account system that ties in with the Nutrikids system. MySchoolBucks is a great, secure online student account system that allows Guardians and guardians to view account balances, receive low balance email alerts, add money to student accounts set up automatic payments and view student purchases. Note that this is not the only prepay or payment options. We are still accepting weekly payment options in cash or check.

Additional information about Free & Reduced Lunch, School Menus and/or MySchoolBucks, including how to sign up, is available at <https://www.dracutps.org/o/dps/page/food-services--519> or www.mySchoolBucks.com.

While in lunch period, students are to behave in a courteous manner and maintain a clean area. Custodians will be available to clean up any accidental spills. Students must remain in the cafeteria area for all eating and drinking and are responsible for putting their trash into the designated barrels, wiping up all spills on the tables, seats and floor. If a student or group of students is identified as littering or misbehaving in the cafeteria, the individual(s) will be subject to

disciplinary action for violating the rules of conduct in the cafeteria. Disorderly students may have the privilege of eating in the cafeteria suspended.

Teachers in charge of the cafeteria during lunch periods have the responsibility of supervising large numbers of students. Therefore, the Administration will take special measures to correct any behavior problems referred by teachers on duty in the cafeteria.

Students are not allowed to bring food or drink out of the cafeteria.

If a staff member asks students to pick up food or debris in the immediate area, students need to comply. Students will be dismissed from lunch only after a staff member has verified that the area is clean.

LITTER AND RECYCLING

The Richardson Middle School is committed to maintaining cleanliness throughout the entire building. Students are to dispose of all litter they produce using the appropriate receptacles. There are recycle boxes throughout the building. All bottles should be completely emptied before placing them in the box. Other garbage and debris should be placed in trash barrels located in the cafeteria and in any classroom. All school members should take pride in keeping our building clean. Disciplinary consequences will be issued for intentional littering.

SCHOOL ACTIVITIES & CLUBS

Students are encouraged to explore different activities and clubs in order to have a well-rounded middle school experience. Some of our offerings include: band, orchestra, chorus, drama club, student leadership, athletics, art & sculpture, cooking, yearbook, Knowledge Bowl, math team, National Junior Honor Society and robotics. We are open to new clubs and activities! Just ask if you do not see what you are interested in! If a student participates in an after-school activity, they are able to take a late bus home Monday and/or Wednesday afternoons.

The Richardson Middle School PTO will sponsor socials during the school year. They are usually held on Fridays from 6:30 p.m. to 8:30 p.m. These events enable students to make friends, socialize and enjoy food, music and fun. At each grade level, field trips are planned throughout the year.

Attending social events and field trips is a privilege that can be revoked if students are not in “good standing” in the weeks leading up to the event. Students in “good standing” are attending school regularly, upholding behavior expectations and passing all of their classes. Students must be in school on the day of the event and not have any major discipline issues in the weeks leading up to the event.

- Students will not be permitted to leave the social prior to the scheduled end time
- The student must be in school on the day of the event
- Socials are for our middle school students only; no guests from other schools will be admitted.
- Coats worn to the social will be kept in a locked room for the evening.
- Students should not bring large amounts of money with them.

- Guardians should pick up their students promptly at the end of the event. Please communicate transportation plans with your child prior to the event.
- Students are not permitted to use their cell phone or electronic device to take pictures or videos at the event. Students who violate this precaution will have their device confiscated and will face disciplinary action.
- Appropriate dress and behavior are expected.
- No food or drink is allowed to be brought in from the outside to any dance/social.

HEALTH SERVICES / NURSE

School Nurse

The health suite is located on the first floor near the main entrance. Under normal circumstances, students should obtain permission from their classroom teacher before reporting to the school nurse. However, in emergency situations, students may report directly to the nurse.

Students who are on medication must store the medication with the nurse in the health office. Medicines must **never** be left in lockers or carried by the student unless permission has been granted by the school nurse. (This includes aspirin, Tylenol/Advil, cough medicine, inhalers and any over-the-counter medicine.) Students may use cough drops with written permission from a Guardian and approval from the school nurse.

The school nurse provides preventative and emergency care to students and faculty and works closely with Guardians and guardians to ensure continued good health of every student. The nurse will provide support for children who become sick during the school day, who may be injured at school or who may need to have medications/treatments administered during the school day. The nurse will evaluate children who are ill and determine if they should remain in school or be sent home from school. It is extremely important that Guardians notify the school nurse should their child have a contagious disease or illness.

Illness or Accident

If a student becomes seriously ill or has a serious accident during school hours, the nurse is contacted. In the case of an accident, an “Incident Form” is completed, signed by the school nurse and principal and kept on file in the nurse’s office. A Guardian will be contacted immediately. If neither Guardian can be contacted, those persons listed on the emergency form will be contacted and if necessary, the family physician. Should a serious incident occur near the end of the school day, in which the nurse continues to have concerns about the student’s health, the student will remain at school until a Guardian can be notified to pick their child up at school.

Medication Policy

Prescription or non-prescription medications required by a student should be administered at home by a Guardian whenever possible. Guardians should make every effort to have medication times

set for time periods other than school hours. When this is not possible, the school nurse may administer the medication during school hours, subject to the following rules and procedures:

Prescription Medications

Any medications to be administered in school must be brought to the school nurse by a Guardian or guardian. If someone other than a Guardian is delivering the medication, the nurse should be notified in advance by the Guardian of the arrangement and the quantity of medication being delivered to the school. The Guardian must also provide the school with a written physician and Guardian consents giving the nurse permission to administer the medication during the school day. No medication of any kind will be given without this written permission. Please notify the school nurse if your child may be taking medications at home that may cause side effects while your child is in school.

No child will be allowed to transport medication to or from school unless he/she carries an emergency medication due to a life-threatening condition. Students are not allowed to carry any medication of any kind, prescription or nonprescription, while in school unless there is a physician's order and Guardian consent on file in the health office, and the nurse agrees the student is capable of self-administration. Medication must be kept in the nurse's office where it will be properly stored and secured.

Consent forms for the administration of the prescription medication during the school day can be found on the Dracut Public School web site under the link for Departments, then health services. This consent, valid for one academic year, includes the following information to be completed by the physician or nurse practitioner:

- Child's name
- Medication name with route of administration, dosage, frequency, and duration of medication to be taken
- Special care needed to store medication
- Reasons medication is being taken
- Side effects
- Termination date for administering the medication
- Pertinent medical history
- Other medication(s) student is taking
- Signature of physician with phone number

Medication must be supplied in the original prescription labeled container with the student's name, name and dosage of medication, and time of administration. The school nurse shall record the date medication is brought to school, ensure that the required authorization is on file, and count/record the amount of medication.

Over the counter medications: Per school policy, Tylenol and ibuprofen may be administered in grades 6-12 up to twice a week for simple headaches, minor dental pain, and discomfort from braces or menstrual cramps, providing that a Guardian consent is on file in the health office. This

medication will be supplied by the school. These consent forms are available from the school nurse and can also be found on the school website. If it is anticipated that the student will need Tylenol/ibuprofen more than twice a week, or will need any other non-prescription medication, a doctor's order is required.

Retrieving medication: Medication may be retrieved by a Guardian/guardian from the school at any time. If the medication is not picked up within one week following the termination of the order or one week beyond the close of school, the medication will be discarded.

PHYSICAL EDUCATION/WELLNESS

Students are required by state law to participate in the physical education program. Students are responsible for bringing appropriate dress and sneakers to all assigned physical education classes. Every student is encouraged to change out of his/her school clothes and into attire conducive to physical activity.

Acceptable clothing is defined as sweat pants, wind pants, athletic shorts, t-shirts, and sweatshirts. **Jeans, jean shorts of any kind, half-shirts and tank tops are unacceptable.** In addition, sneakers are the only permissible footwear. Inappropriate footwear includes: shoes, boots, sneakers with platforms, or sandals.

Students with long-term medical problems should see the school nurse. After consultation with the nurse and validation through a physician's note, that student will be sent to the office for temporary reassignment.

The office and adjacent areas are not to be used as storage areas for gym bags or pocket books. Students have been provided with corridor and gym lockers. If oversized gym bags are a problem, then smaller ones are needed. The school is not responsible for lost equipment or valuables left in gym lockers or office areas.

Students are not permitted in the locker room or the lavatory without permission from the gym teacher and without signing the log sheet. Students who disregard this rule will be subject to disciplinary action.

GYMNASIUM LOCKER ROOMS

Students are not to enter the physical education and athletic locker rooms during the school day except during their assigned physical education periods. To help prevent theft, students are encouraged to report instances of unauthorized persons in the locker rooms. Unauthorized persons are subject to search.

SCHEDULE:

The school day begins with an Advisory class, followed by six class periods. Each period is 45-60 minutes long. Lunch period is 25 minutes long.

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Advisory	7:15-7:45					
1	7:45-8:45					
2	8:45-9:45					
3	9:45-10:45					
4a	10:45-11:10					
4b	11:10-11:35					
4c	11:35-12:00					
5	12:00-12:45					
6	12:45-1:45					

CURRICULUM & ACADEMIC REQUIREMENTS

Students are assigned to teaching teams at the beginning of each school year. Every year, students will be enrolled in the following courses: Mathematics, English Language Arts, Science and Social Studies, Physical Education. Students may also be enrolled in one or more courses depending on the grade level and/or whether the student is enrolled in a music ensemble: Foreign Language, Health & Wellness, Digital Media, STEAM, Art, Consumer Science, Orchestra, Band, and Choral Arts. All courses have learning objectives documented in the Massachusetts Curriculum Frameworks.

In order to be considered in good academic standing, a student must be passing all of their courses. Students who do not pass two or more courses for the year, may be considered for retention and/or may be required to attend a summer remediation program.

Students in grade 8 who have not passed two or more of their courses or who have had a significant discipline history, may not be able to participate in end of year events.

GRADES & REPORT CARDS

Report cards are published four times per year in Aspen. Letter grades are used to indicate student progress.

Grades:

A+ (97-100)	C+ (77-79)	M	Medically Excused
A (93-96)	C (73-76)	W	Withdrawn
A- (90-92)	C- (70-72)	I	Incomplete
B+ (87-89)	D+ (67-69)	P	Satisfactory (Pass)
B (83-86)	D (63-66)	F	Unsatisfactory (Fail)
B- (80-82)	D- (60-62)		
	F (50-59)		

HOMEWORK

Agenda books are available for purchase and allow students to record all homework assignments. Agenda books are expected to be carried with students to every class and between school and home. If a student loses their agenda book, they may purchase a replacement book from the main office for \$5. It is our goal as educators to assist students in organizing themselves in such a manner that all students will become successful at recording, understanding and completing assignments thoroughly. The final step is to hand the assignment in on time.

Homework is an important and integral part of learning. Homework should support what is being learned in the classroom. It is expected that every student will do his or her homework as assigned. This will reinforce and enhance daily classroom learning. It will also prepare students for future quizzes, tests, and projects. If there is a question or concern that prevents a student from doing homework, they should ask a teacher for help. Check with teachers before or after school, or during class.

Discretion should be used by teachers in assigning homework prior to weekends, vacations, and holidays. Homework and projects should not be assigned so that due dates conflict with celebration of religious holidays. The amount and type of homework provided is determined by the teacher's judgment of student abilities. Typically, students can expect to receive homework four nights of the week from core classes and occasionally from specialist classes (art, music, health, etc.)

Guardian Responsibilities for Homework

Homework is a responsibility that rightfully belongs to the child, not the Guardians. Direct Guardian participation should be minimal; the younger the student, the more likely the need for Guardian involvement. Guardians should provide a place to study, free from distractions and provide appropriate materials, such as pencils, pens, erasers, rulers, etc. Guardians should monitor the time spent on homework and confer with the teacher if the amount of time appears to be consistently excessive or too little. Guardians should confer with the teacher if assignments seem consistently unclear or too difficult. Guardians should notify the teacher if an unforeseen occurrence prevents the student from completing an assignment. **Missing classroom instruction cannot be replaced with homework assignments. Homework is designed to reinforce instruction.** When a student is absent, that student is responsible for making up all work. If a student is out of school for three consecutive days, the Guardian/guardian may call 978-957-3330 and request homework and make-up work, which may be picked up in the main office after the close of school on the third day.

Families should make every attempt to schedule vacation time during those blocks provided within the school calendar. Teachers are not required to provide advance assignments to students going on family vacations, and the school and the individual teacher(s) are not required to assume the responsibility for providing individual tutoring or extensive individual help for students when they return.

Guardians are regularly informed of their child's progress in school by regularly logging into their Aspen account to view student's progress. Additionally, report cards are published in Aspen four times a year. Student attendance is closely connected with academic performance. When absent, students miss valuable components of their course work, including class discussions of academic work.

Helpful Homework Hints:

- Record all of your assignments at school and be certain you know what materials are needed, the explanations for the assignment and due date.
- Take home all books and materials you need to complete assignments.
- Set aside a designated study time each day when you have no phone interruptions and no TV.
- Create a quiet study area with a desk/table, good lighting, paper, pen, pencil, calculator, and water to drink.

- Break larger assignments into smaller more manageable chunks.
- Keep binder or notebook, backpack and materials in the same place.
- Attend review sessions offered by teachers.
- Prioritize your work – do what is most important first.
- Review all assignments in your agenda and check off what has been completed.
- When you finish an assignment, place all completed work in your binder to hand in at school.
- Remember to plan to study for more than one night when you have a quiz or test. Review all past homework, classroom notes, quizzes and study guides.

Hints for Student Success

- Be prepared: Always do your homework. Remember that homework is not only written work due the next day, it can also be long-term assignments, reading, studying, research, or a project. Teachers will strive to help students be successful with homework.
- Keep Organized: Write all assignments in your student agenda book. Keep your locker and book bag tidy, so you can find books and materials when you need them. Put your schedule on the inside of your locker door or inside the front cover of your agenda book, so you will never forget it.
- Take responsibility: Middle School is a place where we help you to learn to take responsibility for yourself. We will be there to help, but we will also give you the freedom to show us, your Guardians, and most of all yourself, how independent you can be and how well you can assume responsibility for yourself and your learning by making a commitment to your work.
- Always do your best: The students who are most successful are always the students who ask thoughtful questions, work hard, and strive to do better. Pledge to yourself to be a student that goes for extra help or study sessions and gives that extra effort in all that you do. Challenge yourself, strive to work at a level that is challenging to you. Respect people, respect property, respect yourself.

SCHOOL ADJUSTMENT COUNSELING SERVICES

The Richardson Middle School has two full time school adjustment counselors.

The School Adjustment Counselor (SAC) provides social, emotional, and personal support to students so that they may be successful in the school setting. Students may meet individually or in small groups with the SAC. Services may include meetings with Guardians, teachers, administrators or community health providers to address concerns that may potentially affect a student's success in school. Teachers, Guardians and students may refer a child to the SAC. The SAC will consult with the student to explore causes of problems/concerns and effective solutions. The goal is always to minimize loss of classroom time and return the student to the classroom as soon as possible. The SAC may communicate with and/or offer recommendations to home, school or community resources, such as family service agencies and counselors, courts, protective services and medical professionals if applicable. Meeting with the SAC does not take the place of individualized counseling that a student may be receiving outside of school.

All rules and regulations regarding student records are in accordance with Massachusetts State Law and/or regulations by the Massachusetts Department of Elementary and Secondary Education.

BEHAVIOR EXPECTATIONS & STUDENT DISCIPLINE

The Richardson Middle School is a community of students and teachers dedicated to learning. The intent of disciplinary consequences is to encourage students to reflect on their actions and decisions with the goal of helping them make better choices in the future. The school believes in progressive discipline, and will treat repeated offenses with increasing severity. These expectations apply to all school-sponsored activities, regardless of time or location. Responsibility rests with the student regarding compliance and conformance with the school rules. This includes classrooms, hallways, cafeteria, field trips, co-curricular activities, and other school-sponsored activities.

We believe that behavioral expectations ensure a school that is a positive learning environment where teachers can teach, students can learn, and members of the community are accountable for their actions. Behaviors which are disruptive and harmful are not acceptable and will not be tolerated because of the negative effects they have on education and our community. A disruptive student cannot be allowed to prevent others from receiving a quality education. Students at the Richardson Middle School are expected to observe the basic rules of common courtesy and understand our Community of Caring values. Every month, one of our Core Values will be highlighted and explicitly discussed and modeled for children.

The most important elements in our behavior expectations and discipline process at the Richardson Middle School are the relationships between teachers, students and Guardian(s)/guardian(s). Therefore, most decisions relative to behavior management will come from the classroom teachers. Every teacher is expected to post classroom rules and expectations and ensure a safe learning environment for students.

We realize that students will make mistakes and must learn from those mistakes in order to improve behavior. We will assign logical consequences to students in the hopes that students will understand the ramifications of their actions and work towards improvement.

At the back of the handbook is a tiered list of the most common (but not all) offenses that occur. The infractions and the consequences contained within this handbook are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences. A range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences than contained within these guidelines depending on the individual circumstances presented. Please be aware that some behavior warrants referral to our School Resource Officer as the breach of conduct may also be a criminal offense.

DETENTION

After-school detention will begin at 1:45 PM and end at 2:30 PM. Monday through Thursday. Any student who arrives late will be required to make up the time missed. School personnel will notify the Guardian or guardian if a student is assigned a detention. In some cases, a 2-hour detention will be given and the student is expected to remain until 3:45 PM.

If a student fails to report to an office detention, that student will receive additional consequences which may include attendance at a Saturday School Session or in-school suspension.

At the end of the handbook, there is a chart that outlines behaviors and consequences for first, second or third offenses. Students, Guardians and staff should be familiar with the list but be prepared to recognize that each child is dealt with as an individual and additional responses or recommendations may not be included in the list below.

For the list below, ISS = In School Suspension and OSS = Out of School Suspension and SRO = School Resource Officer. Please see the Appendix for specific procedures and laws related to student suspension. All suspensions require Guardian communication.

Plagiarism, Cheating, and Forgery

Plagiarism is appropriating as one's own the writings, ideas, etc. of another. Plagiarism at the Richardson Middle School will result in academic credit being withheld. Whenever a student is guilty of cheating or plagiarism, the teacher shall confiscate the student's paper, mark a zero for the work, and notify the Guardian, the Administration, and the National Junior Honor Society Advisor, if appropriate, as to the action taken. Examples of cheating or plagiarism may include, but are not limited to, the following: providing materials (tests, quizzes, projects or papers) to another student from a current or previously taken class; copying another student's work or working with other students to complete an assignment when not instructed to do so by the teacher, purposeful communication of information or use of unauthorized resources during a testing environment; and purposeful distribution of work/answers via printed, electronic, or verbal format to other students when such work will be considered for grading purposes. Such activities may also be subject to additional disciplinary action by Administration. **Furthermore, students found responsible for this action will NOT receive honor/high honor distinction for that specific quarter.**

The burden of proof that the student has written an original work lies with the student. The student may be requested to provide their teacher/administrator with a rough draft, a "works cited" page, a bibliography, parenthetical citations, copies of their sources, and will have to demonstrate through discussion their knowledge of content.

Bullying Prevention and Intervention

It is the goal of Richardson Middle School is to provide a positive and productive educational experience for *every student*—and to discourage any behavior that interferes with that goal. In accordance with that goal, the Richardson Middle School complies the Dracut School Committee Policy regarding Bullying Prevention and Intervention summarized below. A complete copy of the Bullying Prevention and Intervention Plan is available on the Dracut Public Schools' website as is a Bullying Reporting Form which may be submitted online at:
<http://dracutps.org/sites/dracutsd/files/file/reportform.pdf>.

Definition-Bullying Prohibited - "Bullying" means the repeated use by one or more students or by a member of 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 an unwelcome written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage the target's property; student or employee, (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges: (a) that are being offered through the school district; or during any education program or activity; or while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

"Cyber-bullying" means, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or persons.

Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute. As used in this Section, "electronic communication" also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

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

"Target" is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Bullying is prohibited:

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

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Dracut school district if the act or acts in question:

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

The following procedures are based on the requirements of M.G.L. c. 71, § 37O. In addition to the requirements of M.G.L. c. 71, § 37O, where the alleged conduct is on the basis of race, color, national origin, age, gender, gender identity or expression, sexual orientation, disability or religion, the district should also consider whether the conduct constitutes a hostile environment based on those protected classes, consistent with its Discrimination and Harassment Grievance Procedures.

- A. Reporting bullying or retaliation: Reports of bullying or retaliation may be made by staff, students, Guardians/guardians, or others, and may be written or oral. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, Guardians/guardians, or other individuals who are not school or district staff members, may be made anonymously. Each school in the district has a variety of reporting resources available including, but not limited to an Incident Reporting Form, a bullying box, and the building administrator's email address.

Use of an Incident Reporting Form is not required as a condition of making a report. Each school will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and Guardians/guardians; 2) make the Incident Reporting Forms available in each school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the district's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and Guardians /guardians.

1. Reporting by Staff: A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not 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, Guardians/Guardians, or Others: The Dracut Public Schools expects students, Guardians/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, Guardians/guardians, and others may request assistance from a 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 or designee.

B. Responding to a report of bullying or retaliation

1. Safety: Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or 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 or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. The student will meet with an administrator or a counselor to determine the need for and type of safety plan.

2. Obligations to Notify Others:

- a. 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.
- b. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a

reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with other individuals the principal or designee deems appropriate.

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

During the investigation the principal or designee will, among other things, interviews students, staff, witnesses, Guardians/guardians, and others as necessary. The principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

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

Procedures for investigating reports of bullying and retaliation will be consistent with district policies and procedures for investigations.

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

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

- E. Notice of the Outcome of the Investigation: The principal or designee will promptly notify the Guardians or guardians of the target and the aggressor about the results of the

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

F. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-Building: Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. chapter 71, section 370(d)(v). Skill-building approaches that the principal or designee may consider include:
 - Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
 - Provide 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 Guardians and guardians to engage Guardian support and to reinforce the anti-bullying curricula and social skills building activities at home;
 - Adopting behavioral plans to include a focus on developing specific social skills
2. Taking Disciplinary Action: If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

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

3. Promoting Safety for the Target and Others: The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well.

Within a reasonable period of time following the determination and ordering of remedial and/or disciplinary action, the principal or designee will contact the

target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

All other complaints will be reviewed based on a “preponderance of evidence standard.” (Dracut School Committee Policy)

Notice of Non-Discrimination

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

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

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

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

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

Civil Rights Grievance Procedures

The Dracut Public Schools 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 Dracut Public Schools.

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

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

The *Civil Rights Grievance Procedure* 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 Grievance Procedures*. 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 Grievance 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 Grievance Procedure*.

Definitions

For the purposes of this procedure:

- A. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school district.

B. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, 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 which unreasonably interfered with an individual’s participation in, denied the individual the benefits of, or otherwise subjected the individual to discrimination under 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 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 this procedure and/or the Title IX Sexual Harassment Procedures.
- 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 an 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.

J. Standard of Proof: The investigation shall made 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 Procedure shall be interpreted as limiting or prohibiting the District's ability to take appropriate disciplinary action against the offender in accordance with the applicable code(s) of conduct or employment contracts or policies, where appropriate, prior to completion of the investigation, in accordance with the due process rights of employees and students, as applicable.

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, Dracut Public Schools, 2063 Lakeview Avenue, Dracut, Massachusetts 01820. The Superintendent will

decide the appeal within thirty (30) calendar days of the date of receipt of the written appeal.
M. Identification of Civil Rights Coordinator for complaints of discrimination, harassment, and retaliation under this procedure is:

David Hill, Director of Curriculum, Instruction and Assessment

Phone: 978-957-2617

Email: dhill@dracutps.org

Kimberly Lawrence, Director of Student Services

Phone: 978-957-4633

Email: klawrence@dracutps.org

N. Employment Agency Information: 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:

<https://www.eeoc.gov/field-office/boston/location>; 2) State: Massachusetts Commission Against Discrimination (MCAD); Boston Headquarters; One Ashburton Place; Sixth Floor, Room 601; Boston, MA 02108; (617)-994-6000; MCAD Website

<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.

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.

Title IX Sexual Harassment Grievance Procedures

OVERVIEW

The Dracut Public Schools 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 Dracut Public Schools.

SCOPE

The Title IX Sexual Harassment Grievance Procedures have been developed in accordance with the revised Title IX regulations, 34 CFR Part 106, effective August 14, 2020, which established a new definition of sexual harassment under Title IX and which mandate specific procedures for responding to and investigating allegations of sexual harassment under Title IX.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of sexual harassment under Title IX, which includes harassment based on sex, sexual orientation, and/or gender identity, and is defined in the Definitions section below.

The Title IX Sexual Harassment Grievance Procedures apply to conduct that occurs within the United States in an education program or activity of the District, regardless of whether such District program or activity is conducted on or off school grounds. A District education program or activity includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

Allegations of conduct that meet the definition of sexual harassment under Title IX will be addressed through the Title IX Sexual Harassment Grievance Procedures. Allegations of conduct that meet the definition of sexual harassment under Title IX, and simultaneously meet the definitions of sexual harassment under Title VII of the Civil Rights Act of 1964 (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 Grievance 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

District's Civil Rights Grievance Procedures. (See exception under Section II, Part 4, Step 4 below). The definitions of sexual harassment under Title VII, M.G.L. c. 151B, and M.G.L. c. 151C are set out in the Civil Rights Grievance Procedures.

The District's Civil Rights Grievance Procedures is available at on the district website at:

[Civil Rights Grievance Procedures](#)

CONFIDENTIALITY

The District will keep the identity of complainants, respondents, and witnesses confidential, except as permitted by the Family Educational Rights and Privacy Act (FERPA), as otherwise required by law, and/or as necessary to carry out this Procedure.

DEFINITIONS

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. Parents and/or legal guardians of a complainant are not considered a complainant but may file a Formal Complaint on behalf of a minor child and act on behalf of the minor child in any Title IX matter. For the purpose of this procedure the terms "complainant" and "alleged victim" shall have the same meaning.

Formal Complaint: A document or electronic submission filed by a complainant, that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the Formal Complaint, or a document signed by the Title IX coordinator, that:

- (1) alleges sexual harassment against a respondent; and
- (2) requests that the recipient investigate the allegation of sexual harassment.

At the time of filing a Formal Complaint, the complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Complaint is being filed.

Sexual Harassment: Under Title IX, the term "sexual harassment" includes three (3) types of misconduct based on sex:

- (1) any instance of quid pro quo harassment by a school employee;
- (2) unwelcome conduct on the basis of sex, including unwelcome conduct based on sex stereotyping or on the basis of traditional notions of masculinity and femininity, that is sufficiently severe and pervasive and objectively offensive conduct, effectively denying a person equal educational access; or
- (3) any instance of sexual assault, dating violence, domestic violence, or stalking as defined below.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system and set out below:

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim,

including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. In Massachusetts, pursuant to M.G.L. c. 265, § 13B, a child under the age of 14 is incapable of giving consent to indecent touching.

- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. In Massachusetts, pursuant to M.G.L. c. 265, § 23, the statutory age of consent is 16 years of age.

For the purposes of the definition of sexual assault, the term “consent” shall be defined in a manner consistent with Massachusetts laws.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a “course of conduct” directed at a specific person that would cause a “reasonable person” to fear for the person’s safety or the safety of others or suffer “substantial emotional distress.”

For the purposes of this definition:

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Party or Parties: The complainant and/or respondent.

Principal: The Principal or Principal’s designee.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Superintendent: The Superintendent or Superintendent's designee.

Supportive Measures: Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the Complainant or Respondent, while designed to ensure equal educational access, protect safety, and/or deter sexual harassment.

Supportive Measures may be offered before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Supportive measures are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party, while designed to ensure equal educational access, protect safety, and/or deter sexual harassment. Supportive measures available to complainants and respondents include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work locations; leaves of absence; increased security and monitoring of certain areas of the building and/or campus; and other similar measures.

Violations of the restrictions imposed by supportive measures may be considered a violation of school rules and may also be considered in determining whether sexual harassment has occurred.

Title IX Coordinator: Employee(s) designated by the District to coordinate its efforts to comply with Title IX.

I. REPORTING SEXUAL HARASSMENT

- A. Who May Report Sexual Harassment: Anyone may report an allegation of sexual harassment.
- B. How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator or the Principal, but any District employee who receives a report of sexual harassment will respond to the report as outlined below.
- C. Internal Reporting: Any District employee who receives a report of sexual harassment shall respond by promptly informing the Principal or Title IX Coordinator of the report. Any District employee who observes sexual harassment of a student should intervene to stop the conduct and shall promptly inform the Principal or Title IX Coordinator of the incident. If a report involves an allegation against the Principal or Title IX Coordinator, the District employee shall instead report the allegation to the Superintendent.

Any Principal who receives a report of sexual harassment shall promptly inform the relevant Title IX Coordinator of the report.
- D. District's Response to Report: The District will respond to all reports of sexual harassment promptly and equitably, and in a manner consistent with this Procedure

and any other relevant District procedures and policies. Upon receipt of a report, the Title IX Coordinator shall:

- (1) Promptly and confidentially contact the complainant to discuss the availability of supportive measures;
- (2) Inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint;
- (3) Consider the complainant's wishes with respect to supportive measures;
- (4) If the District does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and
- (5) Explain to the complainant the process for filing a Title IX Formal Complaint. Only the filing of a Title IX Formal Complaint will trigger the Title IX Formal Complaint grievance process, outlined in Section II.

II. FILING A TITLE IX FORMAL COMPLAINT

Only the filing of a Title IX Formal Complaint will trigger the Title IX Formal Complaint grievance process, outlined below.

- A. Who may file a Title IX Formal Complaint: Although anyone may report sexual harassment, only a complainant or a Title IX Coordinator may file a Title IX Formal Complaint. If a complainant chooses not to file a Formal Complaint, the complainant's choice to not initiate an investigation will generally be respected, unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. The Title IX Coordinator will take into account concerns articulated by the parties, the best interests of the community, fairness to all concerned, and the District's legal obligations under applicable state and federal laws. Where the Title IX Coordinator signs the Formal Complaint, the Title IX Coordinator is not a complainant or a party during the grievance process and must comply with the requirement to be free from conflicts or bias.
- B. Processing of a Title IX Formal Complaint: Title IX Formal Complaints will be investigated promptly and equitably by the Title IX Coordinator or designee, as follows:

Step 1: Title IX Formal Complaint is filed:

- (1) A Formal Complaint shall state (if known to the reporter or alleged victim) the name(s) of the persons involved, witnesses to the conduct, if any, a description of the conduct, and to the extent possible, the dates and locations of the conduct. A Formal Complaint will not be dismissed solely because it was not completely filled out or it was filled out incorrectly.

- (2) A Formal Complaint may be filed at any time, including during non-business hours. Formal Complaints submitted outside of normal business hours will be deemed received on the following school working day.
- (3) At the time of the filing of the Formal Complaint, the alleged victim must be participating in or attempting to participate in the education program or activity of the school with which the Formal Complaint is filed.
- (4) A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator listed in this procedure, and by any additional method designated by the school.
- (5) Consolidation of Formal Complaints: Schools may consolidate Formal Complaints where the allegations arise out of the same facts.
- (6) Consideration of the use of the Informal Resolution Process with the consent of the parties. See Section II (D).
- (7) Throughout this process, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Step 2: Consider Supportive Measures for both the complainant and the respondent: Once a Formal Complaint is filed, the Title IX Coordinator will ensure that supportive measures are considered for both parties. See Section I (E).

Step 3: Written Notice of Allegations: Upon receipt of a Formal Complaint, the District shall send written notice of the allegations, including the identity of the parties, to both the complainant and the respondent, if their identities are known. The written notice must include: (1) a statement prohibiting knowingly submitting false information; (2) sufficient details known at the time to allow the respondent the opportunity to respond to the allegations; (3) a statement that the respondent is presumed not responsible for the alleged conduct; (4) that a determination regarding responsibility is made at the conclusion of the grievance process; (5) that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; and (6) that the parties/advisors may inspect and review evidence in accordance with this procedure. If, in the course of the investigation, the District decides to investigate allegations of sexual harassment that are not included in the initial written notice of allegations, the District shall provide notice of the additional allegations to the parties whose identities are known.

Step 4: Consider Whether Dismissal of Formal Complaint Warranted: Some Formal Complaints will be subject to mandatory or discretionary dismissal under Title IX.

- (1) Mandatory Dismissal of Formal Complaint: The Title IX Coordinator shall dismiss a Formal Complaint under Title IX when the conduct alleged:
 - a. even if proved, would not meet the definition of sexual harassment under Title IX;
 - b. did not occur in an education program or activity of the District; or
 - c. did not occur against a person in the United States.

- (2) Discretionary Dismissal of Formal Complaint: The Title IX Coordinator may dismiss a Formal Complaint or allegations therein for purposes of Title IX at any time if:
 - a. the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the Formal Complaint or allegations;
 - b. the respondent is no longer enrolled or employed by the District; or
 - c. specific circumstances prevent the District from gathering sufficient evidence to make a determination.
- (3) The Title IX Coordinator must provide the parties with written notice of any dismissal of a Formal Complaint and the reasons for the dismissal.
- (4) Dismissal of a Formal Complaint for purposes of Title IX shall not preclude the District from addressing the allegations under any other relevant District policies or procedure(s), including but not limited to, the Civil Rights Grievance Procedures, the Bullying Prevention and Intervention Plan, the Student Code of Conduct, and/or a collective bargaining contract, nor will it preclude the District from addressing the allegations pursuant to the grievance process set out in Section II of this Procedure. The Title IX Coordinator shall have the discretion to make any such referrals and proceed as appropriate in regard to the allegations.

Step 5: Initial Investigation: All Formal Complaints will be investigated by the Title IX Coordinator or other individual designated to serve as the investigator by the Title IX Coordinator. The investigator shall be responsible for seeking and gathering evidence relative to the investigation. Any 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 Complaint resolution process:

- (1) Standard of Proof: The investigator shall make factual findings based on a preponderance of the evidence standard.
- (2) The burden for gathering evidence and the burden of proof remains on the District, not on the parties.
- (3) The District shall provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- (4) The District shall not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag" orders).
- (5) Each party may have one (1) advisor of their own selection and at their own expense participate in this grievance process. In the case of a student under the age of 18, this advisor may be in addition to the student's parents/guardians. Any restrictions on the participation of an advisor will be applied equally to each party. The advisor may, but is not required to, be an attorney. Any evidence received by an advisor in this process is subject to confidentiality and may be used only for the purpose of the grievance process. Advisors are prohibited from disseminating or disclosing such evidence outside of the grievance process.
- (6) The District shall send prior written notice to the parties of any investigative interviews, meetings, or hearings in which their participation is invited or expected.

- (7) Privacy of Medical Treatment and Mental Health Treatment Records: The District may not access or use either the complainant's or the respondent's medical, psychological, or similar treatment records unless the District obtains the party's written consent to do so.
- (8) The investigator may impose reasonable timeframes on all parties as required to facilitate the timely completion of the investigation. The investigator may extend any of the timeframes beyond the time periods identified in this procedure for good cause. If a complaint or report of sexual harassment 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 unavailability of witnesses while school is not in session. If the investigator extends the investigation, the investigator will notify the parties of the extension and the reasons therefore in writing.

Step 6: Opportunity for Parties to Respond to Evidence: The District must send the parties, and their advisor(s) (if they have one) evidence directly related to the allegation, in electronic format or hard copy. Parties shall be afforded ten (10) calendar days to inspect, review and respond to the evidence. The District shall not require, allow, rely upon, or otherwise use evidence that constitutes information protected from disclosure by a legally recognized privilege, unless it has been waived by the holder of the privilege.

- (1) Prior to providing evidence to the parties, the investigator may redact confidential information that is not directly related to the allegations or that is otherwise barred from use under Title IX or by privilege (e.g., treatment records), the Family Educational Rights and Privacy Act and/or 603 CMR 23.00. Information that is directly related to the investigation, and that is not expressly barred from disclosure under Title IX (e.g., treatment records), the Family Educational Rights and Privacy Act, and/or 603 CMR 23.00, must be made available for review by both parties.
- (2) The parties and their advisors shall be prohibited from dissemination of any of the evidence for any purpose not directly related to this grievance procedure.

Step 7: Completion of the Investigative Report: The District must send the parties, and their advisor, an Investigative Report that fairly summarizes relevant evidence but does not reach any conclusions regarding responsibility, in electronic format or hard copy, within twenty-five (25) school days of receipt of the Formal Complaint, unless otherwise extended for good cause. A copy of the Investigative Report will also be sent to the decision-maker.

Step 8: Parties' Opportunity to Respond to Investigative Report: The District shall provide each party ten (10) calendar days for the parties to respond to the investigative report. The Investigative Report will notify the parties of the opportunity to submit to the decision-maker directed questions of the other party and/or any witness within that same ten (10) calendar days. (See Step 9).

Step 9: Directed Written Questions from the Parties: After the Investigative Report has been sent to the parties, but prior to reaching a determination regarding responsibility, the decision-maker shall afford both the complainant and the respondent the opportunity to submit to the decision-maker written, relevant questions of the other party or any witness, provide the party with the other party's and/or witness's written responses to said written questions, and allow for additional, limited follow-up questions from each party in writing. Questions that seek disclosure of information protected under a legally recognized privilege, Family Educational Rights and Privacy Act, and/or 603 CMR 23.00 shall not be permitted, unless the person holding the privilege has waived the privilege.

- (1) The complainant shall be protected from answering questions about the complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove the complainant's consent to the conduct under investigation.
- (2) Upon receipt of the Investigative Report, each party shall have ten (10) calendar days to submit directed relevant questions to the decision-maker in writing.
 - a. All questions must be posed in a respectful manner (e.g., without profanity and without attacking a person's character or motivations).
 - b. Questions that are not relevant will be excluded, and the decision-maker shall explain to the party posing the question the reason(s) for excluding any question.
- (3) Upon receipt of the directed questions from the District, each party and witness shall have five (5) calendar days to respond to those questions in writing.¹
- (4) After receipt of the answers by the parties, any follow-up questions by the parties shall be submitted to the decision-maker in writing within three (3) calendar days, and those follow-up questions shall be responded to in writing within three (3) calendar days of receipt.
- (5) Each party will be provided a copy of the other party's or witness's written answers.

Step 10: Determination of Responsibility/Findings of Fact by the Decision-Maker:

- (1) The decision-maker shall issue a written determination regarding responsibility with a description of the procedural steps taken, findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, the range of disciplinary sanctions to which the respondent may be subject, whether remedies will be provided to the complainant, and procedures and bases for appeal. The decision-maker's written determination shall not be completed by the Title IX Coordinator or the investigator.
- (2) Standard of Proof: The decision-maker shall make factual findings based on a preponderance of the evidence standard.
- (3) The decision-maker's findings shall be based on an objective review of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

¹ The parent or guardian may act on behalf of the party in drafting questions and submitting written answers. In the case of young children, reasonable accommodation based on disability, and/or other good cause, either party and/or any witness may request and have their oral responses reduced to writing by the investigator or Title IX Coordinator.

- (4) The decision-maker shall not draw inferences about the determination of responsibility based solely on a party's failure or refusal to answer questions.
 - (5) The written determination must be sent simultaneously to both parties.
 - (6) This determination shall be sent within twenty (20) school days of the issuance of the investigative report unless an extension is agreed upon by the parties or if the process is otherwise reasonably delayed. Except where the parties have agreed to an extension of the timeline or where the process is otherwise reasonably delayed, the written determination shall be issued within sixty (60) school days of receipt of the Formal Complaint.
- B. Remedies: If the decision-maker determines that sexual harassment has occurred, the District administration shall take steps to eliminate the harassing environment, which may include but not be limited to providing remedies to a complainant that are designed to restore or preserve the complainant's equal access to the District's education programs and/or activities. These remedies may be the same individualized services as the supportive measures outlined in Section I (E) above and/or may consist of alternative interventions and/or punitive or disciplinary sanctions that burden the respondent.
- C. Discipline: Persons who engage in sexual harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination, expulsion (if applicable under M.G.L. c. 71, §§ 37H or 37H ½), or other sanctions as determined by the District administration, subject to applicable procedural requirements.
 - (1) Although the respondent may, in accordance with Title IX, be subject to emergency removal at any time, the respondent may not be subject to disciplinary sanctions for the misconduct defined under this procedure until after this grievance process has been completed.
- D. Informal Process: Only after a Formal Complaint is filed may the District opt to offer and facilitate informal resolution options, such as mediation or restorative justice. Both parties must give voluntary, informed, written consent to attempt any offered informal resolution. Any informal resolution under this procedure will be facilitated by trained personnel.
 - (1) The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.
 - (2) The informal process is voluntary, and the alleged victim and/or respondent may terminate or decline any informal process at any time and resume the Formal Complaint grievance process.
 - (3) The informal process shall not exceed thirty (30) calendar days.

Participation in the informal process will stay the timelines of the Formal Complaint process.

- E. Emergency Removal under Title IX: The District may remove a respondent on an emergency basis at any time provided that the District: (1) undertakes an individualized safety and risk analysis; (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and that there is no alternative to the respondent's emergency removal

to mitigate the threat presented; and (3) provides the respondent with notice and the opportunity to challenge the decision immediately following the removal.

- F. **Anonymous Reports:** The District may be on notice of an allegation of sexual harassment through receipt of an anonymous report. In cases of anonymous reports, the District's obligation is to respond in a manner that is not clearly unreasonable in light of the known circumstances. If the anonymous reporter is the complainant and they request confidentiality, the District can and should offer supportive measures to the extent consistent with maintaining the request for confidentiality. If an anonymous report is received without a disclosure of the complainant's identity, the District will be unable to provide the complainant supportive measures in response to that report. The District may in conformance with applicable state laws and regulations be required to report sexual harassment identified in an anonymous complaint to state and/or local authorities such as the Massachusetts Department of Children and Families in conformance with state statutes and regulations and/or take actions to protect the safety of the school community (contacting the police, for example) that may result in the identity of the reporting person being disclosed. Although the District shall respond to anonymous reports of sexual harassment in accordance with this Procedure, a Formal Complaint cannot be filed anonymously.
- G. **Appeals:** The complainant or respondent may appeal from a determination regarding responsibility and/or from the District's dismissal of a Formal Complaint or any allegations therein, only on the following bases:
- (1) procedural irregularity that affected the outcome of the matter;
 - (2) newly discovered evidence that could affect the outcome of the matter; and/or
 - (3) Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.

An appeal may be made to the Superintendent or designee within five (5) calendar days after receiving the determination of responsibility or dismissal. The Superintendent will decide the appeal no later than thirty (30) calendar days of the date of receipt of the written appeal. In cases in which it has been determined that a respondent student is subject to long-term suspension as a result of a finding of sexual harassment in accordance with this procedure, the respondent may elect to exercise their appeal under the disciplinary due process requirements applicable to the circumstances (e.g., M.G.L. c. 71, §§ 37H, 37H ½ or 37H ¾) in place of this appellate procedure. Appeals must be made in writing (email is sufficient) to the Superintendent, Dracut Public Schools, 2063 Lakeview Avenue, Dracut, Massachusetts 01826.

The Title IX Formal Complaint grievance process is deemed complete when either the time period for appeal has lapsed or upon the issuance of the Superintendent's decision on a timely filed appeal.

- H. **Recordkeeping:** Records related to this Procedure will be maintained for a period of seven (7) years.

- I. 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: <https://www.eeoc.gov/field-office/boston/location>; 2) State: Massachusetts Commission Against Discrimination (MCAD); Boston Headquarters; One Ashburton Place; Sixth Floor, Room 601; Boston, MA 02108; (617)-994-6000; MCAD Website <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.
- J. Identification of key personnel involved in Title IX process for reports and/or Formal Complaints of sexual harassment:
- Title IX Coordinator:
David Hill, Director of Curriculum, Instruction and Assessment
Phone: 978-957-2617
Email: dhill@dracutps.org
 - Investigator(s):
Kathleen Downing,
Assistant Principal, Dracut High School
Phone: 978-957-1500 ext 1430
Email: kdowning@dracutps.org

Andrienne Wheeler, Assistant Principal, Richardson Middle School
Phone: 978-957-3330 ext 2201
Email: awheeler@dracutps.org
 - Decision-maker:

Richard Manley Principal Dracut High School Phone: 978-957-1500	Maria McGuinness Principal Richardson Middle School Phone: 978-957-3330	Nicholas Botelho Principal Greenmont Elementary Phone: 978-453-1797
Lindsey Howe Principal Brookside Elementary Phone: 978-957-0716	Laurie Fahey Principal Englesby Elementary Phone: 978-957-9745 Email: lfahey@dracutps.org	Bonnie Faulkner Principal Campbell Elementary Phone: 978-459-6186

Decision maker may include the Director of Student Services or School Business Administrator if related to their specific department.

- Appeal Officer:
Steven Stone, Superintendent of Schools
Phone: 978-957-2660
Email: ssstone@dracutps.org
- Informal Resolution Facilitator:
Kimberly Lawrence, Director of Student Services
Phone: 978-957-4633
Email: klawrence@dracutps.org

The District will notify students, employees, applicants for admission or employment, parents and legal guardians of students, and unions of the name, title, office address, email address and telephone number of the Title IX Coordinator. This information will be prominently displayed on the District's website.

Legal Refs: 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; Title IX of the Education Amendments of 1972; the Age Act; M.G.L. c. 151B and c. 151C; and M.G.L. c. 76, § 5; SC Policy JICFB, Bullying Prevention; SC Policy AC, Nondiscrimination.

Hazing

Chapter 269 of the General Laws provides as follows:

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

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

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

Section 19 Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen and shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education certifying that such institution has complied with the provisions of this section and also certifying that a said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report

Tobacco or Tobacco Products

Smoking is not permitted on any of the school grounds or on school buses. The use of tobacco or tobacco products, including the use of smokeless tobacco and nicotine (including but not limited to e-cigarettes, vaporizers, or other nicotine-delivery devices), is not allowed by any individual, whether a minor or an adult,

at any time whatsoever, on the property which comes under the jurisdictional purview of the Dracut Public Schools. This law (MGH 74, Section 37H) covers all visitors to any public school property or event at all times. Students are not allowed to carry matches, lighters, e-cigarettes or any form of tobacco.

Alcohol Use by Students

In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages can have on the maintenance of general order and discipline, the Dracut School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

Breath Alcohol Testing Procedures and Protocol

Alcohol use by a student is illegal and poses a serious threat not only to the student's own well-being, but also to the well-being of the entire school community. Alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action including a possible suspension for up to 90 school days per MGL c. 71 s. 37H ³/₄.

When determining whether possible alcohol use or intoxication by a student has occurred at school or a school-related function, the safety of the student is the primary concern. If an administrator reasonably suspects that a student is under the influence of alcohol, the administrator may use a breath alcohol testing device which indicates the presence or absence of alcohol. The Dracut Public Schools also reserves the right to randomly screen students or screen all students at school related events with proper notice to the students and their families.

This is a non-invasive test in which students will be asked to exhale or speak into a device. The purpose of having breath alcohol testing available is a deterrent to alcohol use. The test will be administered by the administrator and witnessed by a staff member. The administration of Dracut Public Schools is not held to a criminal standard of proof and therefore; the results of the breathalyzer are final and are not subject to further review.

1. If the test is positive, the student can request two (2) additional tests taken at least two (2) minutes apart. If these additional tests are positive:
 - a. Guardians/guardians are notified and requested to take the student home
 - b. If the student is assessed to be a risk and in need of medical assistance, emergency help and Guardians/guardians are notified.
 - c. Disciplinary action will be taken as indicated in student handbooks.
 - d. If the test is negative, the student will be allowed to resume the activity if the administrator does not suspect the use of other drugs.
2. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol and refuses to be tested:
 - a. The administrator will notify Guardians/guardians to pick up the student and detain the student until Guardian's arrival.
 - b. The administrators will consider the refusal as comparable to being under the influence and will discipline the student in accordance with the student handbook.

3. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol and leaves the scene against the school official's request:
 - a. Police will be notified
 - b. Guardians/guardians notified
 - c. Disciplinary action for intoxication will be taken as indicated in the student handbook

Adopted By Dracut School Committee February 12, 2018

Inappropriate Language, Conduct and/or Harassment Electronically

All restrictions against inappropriate language, conduct and/or harassment apply to public messages, private messages and material posted on Web pages. Including but not limited to Facebook and You Tube. No images of teachers/admin/staff or facsimiles may be posted online without the written consent of the individual.

Disciplinary Due Process

Suspensions and expulsions of students shall be imposed in compliance with constitutional, statutory, and regulatory requirements, including M.G.L. c. 76, §17; M.G.L. c. 76, §21; M.G.L. c. 71, §37H; M.G.L. c. 71, §37H 1/2; and M.G.L. c. 71, §37H 3/4.

Due Process Under M.G.L. 71, Section 37H ¾

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

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

Superintendent – the Superintendent or designee for disciplinary purposes.

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

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

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

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from

participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

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

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

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to the address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

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

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

Emergency Removals; M.G.L. c. 71, § 37H ¾: - A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of (1): the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate. Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the Principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension M.G.L c. 71, § 37H ¾: means removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 CMR 53.00.

Due Process for In-School Suspension; M.G.L c. 71, § 37H ¾: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H ¾: – On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

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

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H ¾: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

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

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

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

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal.

Long-Term Suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice

of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

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

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Principal's Decision – Long-Term Suspension: M.G.L c. 71, § 37H ¾: Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in

effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

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

Superintendent Appeal Hearing; M.G.L c. 71, § 37H 3/4: The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Superintendent's Decision; M.G.L c. 71, § 37H 3/4: The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the Superintendent shall be the final decision of the Dracut Public Schools with regard to the long-term suspension.

M.G.L. c. 71, §§37H and 37H ½ Offenses (Dangerous Weapons, Drugs, Assaults on Staff, and Criminal Felony Matters)

Short-Term Suspension; M.G.L. c. 71, §§ 37H and 37H 1/2 - For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be

given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Exclusion/Expulsion; M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student. Long term suspension/expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. 71 §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

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

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

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

Appeal to the Superintendent – Long-Term Exclusion – 37H - Any student who has been expelled from the Dracut Public Schools pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

Felony Complaints – M.G.L. c. 71 §37H1/2

Issuance of a Felony Criminal Complaint

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

Notice of Principal's Hearing/Decision – Long-Term Exclusion – 37H 1/2 - The student shall receive written notification of the charges notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Appeal to the Superintendent- Long-Term Exclusion - 37H 1/2 - The student shall have the right to appeal the suspension to the Superintendent in writing of their request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to be represented by counsel at the student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Dracut Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

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

Notice of Principal's Hearing – Long-Term Exclusion - 37H 1/2 - The student shall receive written notification of the charges and 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 the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Superintendent's Appeal – Long-Term Exclusion/Expulsion - 37H 1/2 - The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the long-term suspension/expulsion. At the hearing, the student shall have the right to present oral and written testimony on their own behalf,

and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Dracut Public Schools with regard to the expulsion.

Opportunity to Make Academic Progress

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

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

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

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

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

Discipline & Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to the due process protections afforded to all students in disciplinary matters, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the regulations promulgated pursuant to these statutes provide additional procedural protections for students with disabilities. These procedural protections also apply for students who do not currently have an IEP or Section 504 Plan, but whom the District knows, or has reason to know, that the Student may have a disability, prior to the conduct for which the Student is subject to discipline.

Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or is subjected to a pattern of removal that exceeds ten (10) school days, and is considered to constitute a disciplinary change in placement, building administrators, the parent(s)/guardian(s), and relevant members of the student's IEP or 504 Team will meet to conduct a Manifestation Determination Review.

At the Manifestation Determination Review, the Team will consider whether the violation for which the Student is subject to discipline is 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.

If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was NOT a manifestation of the student's disability, the school may discipline the student in accordance with the policies and procedures applicable to all students, and students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Such services are not available to students under Section 504. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, and may, as appropriate, review any existing behavior intervention plan or, where appropriate, may conduct a functional behavioral assessment.

If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others), unless the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

Regardless of the result of the Manifestation Determination, if a student with a disability possesses, uses, sells or solicits illegal drugs or a controlled substance on school grounds or at a school-sponsored event; possesses a weapon on school grounds or at a school-sponsored event; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school district may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. If a student has been placed in an interim alternative education setting because of disciplinary action, the student may remain in the interim setting for a period not to exceed 45 school days. Thereafter, the student will return to the previously agreed-upon educational placement unless the parent (or student if 18+) consents to an extension of the IAES, or the parent and the school agree to another placement, or the parent or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement.

The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the 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.

Search Policy

Students have a legitimate right to privacy. However, this right must be balanced against the State's right to maintain a school environment that is conducive to learning. School officials are not required to obtain a warrant before searching a student under their authority. Provided there is reasonable suspicion that the student has violated or is violating the rules of the school (Supreme Court New Jersey vs. TLO no. 83-712). The administration of Richardson Middle School reserves the right to search students, students' lockers and possessions, and/or students' property on school property for articles of illegal contraband and/or any information pertaining to an investigation. **(Cell phones/text messaging: anyone who brings an electronic device to school is subject to a search if suspicion arises that the device contains evidence of a violation of school rule or the law.)** Any illegal articles found will be confiscated and law enforcement officials notified. In addition, Guardians will be contacted and students may be suspended in accordance with the school discipline code.

There shall be reasonable suspicion for school authorities to believe that a search will disclose possession of items constituting a rule violation.

When such reasonable suspicion exists, a search may be conducted under the authority of the Principal or his designee.

- Any item(s), which may interfere with the educational process, or may pose a potential threat to safety of students and staff, will be removed from the student's possession. If appropriate, the item(s) will be turned over to the Police.
- School officials will assist or permit a police search of students, of student possessions, or of equipment assigned to students (lockers, desks, book bags) once the police have obtained a valid search warrant authorizing the search or exigent circumstances are present which would justify such a search.
- As an additional means of ensuring that the school building remains free of drugs and drug paraphernalia, random canine searches may be instituted.

MASSACHUSETTS GENERAL LAWS

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Prohibition against Firearms in Schools MGL-Chapter 269, Section 10. Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, firearm shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

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.

Amended Student Dress Code Policy for Elementary and Secondary Schools

Clothing/dress is a reflection of students and our schools. The rules set herein are for the benefit of the entire student body. Students' dress should be appropriate for a working environment and conducive to learning as interpreted by the Administration. The School Committee, in recognizing its obligation to minimize opportunities for student distraction and/or disruption within the Dracut Public Schools, has

established and adopted the following rules of dress. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

- Clothing and grooming habits should not be detrimental to health and safety, and should be weather appropriate.
- Only headwear related to religious observation will be allowed.
- Only prescription or medically required eyeglasses are allowed.
- Clothing that exposes midriffs is not permitted.
- No beachwear, sleepwear, or low-cut tops will be permitted.
- No extremely short skirts or shorts shall be permitted.
- No exposed undergarments shall be permitted.
- No clothing will be permitted that advertises alcohol, tobacco, drugs, violence, gang membership, sexual references, questionable slogans, or language that creates a double entendre.
- Jewelry of an extreme nature is not acceptable. This may include dog collars, spiked jewelry, wallet chains, metal chains, or any other potentially dangerous accessories.
- Proper and safe footwear must be worn at all times. Sneakers/athletic footwear are required for physical education classes.

Amended By Dracut School Committee February 12, 2018

FACE COVERINGS

The Dracut Public Schools is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to returning students to a full-time classroom learning experience.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, using the guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the District has established the following requirements which will remain in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance: The individual:

- has trouble breathing.
- is unconscious.
- in incapacitated.
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse and/or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks
- while eating or drinking
- during physical education classes
- while outside
- when appropriate social distancing measures are in place as determined by a teacher or school administrator such as mask breaks

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement, or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy. Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until revised or rescinded by the School Committee.

Guidance Statements

Massachusetts Department of Public Health

<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated August 5, 2021 -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.htm>

Center for Disease Controls – Guidance for Covid-19 Prevention on Public Transportation

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>

Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance

<https://www.doe.mass.edu/covid19/on-desktop/2021-0730fall-2021-covid19-guidance.pdf>

SOURCE: MASC – August 10, 2021

Adopted by Dracut School Committee August 17, 2021

School District Policies & Information

Bus Fee Program

The Dracut School Committee has instituted a Bus Fee Program for all students K-12 who wish to ride the school bus. The fee structure is \$150 per student with a family cap of \$600. A waiver of fee is available for those students who receive free and reduced lunch and for students K-6 who live 2 miles or more from the school. There will be a \$5 fee for all lost or stolen bus passes.

Special Education Handbook

The Special Education Handbook is available on the website at www.dracutps.org and at the school office.

Service and Accommodations for Students with Disabilities

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

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

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

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

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

The Dracut Public Schools' administrators, in their discretion, may deny or limit a student's access to co-curricular activities as a disciplinary sanction.

Nutrition, Health and Wellness Policy

The Dracut Public Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Additionally, the Dracut Public Schools is committed to promoting the health and well-being of its employees. Therefore, it is the policy of the Dracut Public Schools that:

The school district will engage students, Guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All students enrolled in Dracut Public Schools will have opportunities, support, and encouragement to be physically active on a regular basis.

Food and beverages sold or served at school, or provided on school property will meet or exceed the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*; and will be prepared and provided according to the operational policies established by the Dracut Public Schools and the Dracut Board of Health.

The District shall ensure that its guidelines for reimbursable school meals shall meet or exceed the requirements and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1), 1766(a)0.

Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

Massachusetts Student Records Laws and The Family and Educational Rights Privacy Act (FERPA)

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

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that he or she

may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed.

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

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

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

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

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

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, Guardians may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

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

Transfer of Records: It is the practice of the Dracut Public Schools to forward the student record of any student who seeks or intends to transfer to another public school district upon request of the receiving district.

Non-Custodial Guardians: Unless there is a court order to the contrary, a non-custodial Guardian (Guardian without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial Guardian who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial Guardian by certified and first class mail that the records and information will be provided to the non-custodial Guardian in twenty-one (21) calendar days unless the custodial Guardian provides documentation of the non-custodial Guardian's ineligibility to access such information. In all cases where school records are provided to a non-custodial Guardian, the electronic and postal address and other contact information for the custodial Guardian shall be removed from the records provided. Any such records provided to the non-custodial Guardian shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial Guardian that it shall cease to provide access to the student record to the non-custodial Guardian. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access: Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the Guardian or eligible student shall not be necessary.

Complaints: A Guardian or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of

Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

Notice of Pupil Rights Amendment (PPRA)

The protection of Pupil Rights Amendment (PPRA) affords Guardians and students who are 18 or emancipated minors (“eligible students”) 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”):

1. Political affiliations or beliefs of the student or student’s Guardian;
2. Mental or psychological problems of the student or student’s family;
3. Sex behaviors 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 or Guardians; 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 Massachusetts State law; and
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; and
3. Instructional material used as part of the educational curriculum.

Guardians/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Complaint Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

GUARDIAN NOTICES

RESTRAINT POLICIES AND PROCEDURES

The Dracut Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint may be used only in the following circumstances: (a) non-physical interventions would not be effective; and (b) the student's behavior poses a threat of imminent, serious, physical harm to self and/or others. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. Physical restraint is prohibited in the following circumstances: (a) as a means of punishment; or (b) as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Nothing in this policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) The exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. The Dracut Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

NOTICE TO GUARDIANS/GUARDIANS

Please be advised that the Dracut Public Schools will provide copies of all official correspondences and documents (in languages other than English) to Guardians who require this service. Kindly inform the building principal if you are in need of this accommodation.

AVISO A PADRES Y GUARDIANES

Las escuelas públicas de Dracut ofrecen copias de correspondencias y documentos oficiales en los idiomas apropiados para los padres que necesiten este servicio. Haga el favor de informar al principal o al director de la escuela si usted necesita traducción de este documento.

McKinney-Vento Homeless Education Assistance Act

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Guardians or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
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;

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Sarah Slautterback, Homeless Education Specialist with the Massachusetts Department of Elementary and Secondary Education at 781-338-6330 or visit the following website: <http://www.doe.mass.edu/mv/haa/>.

Guardian Notification Regarding Sexual Education And Human Sexuality Issues

Massachusetts General Law Chapter 71, Section 32 A notes that Guardians be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Guardians wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

PUPIL TRANSPORTATION POLICIES

Idling of Motor Vehicles

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

SCHOOL COMMITTEE: The school day begins when the students board the school bus coming to school, and ends when the students disembark from the school bus returning home. Each student is under the jurisdiction of the school administration during this entire period. With respect to pupils being transported, a written Policy Statement is required to provide the School Committee, Administrators, School Bus Contractor, Pupils and Guardians with uniformly applied guidelines. Such a policy should be widely disseminated and clearly understood by all.

Riding the school bus is a privilege. This privilege will be taken away from any student who is not well behaved, courteous, or who endangers the health or safety of any student. Any decision revoking the privilege of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, the Guardian(s) or guardian(s) of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's Guardians/guardians must meet with the Committee or designee to discuss the matter.

RESPONSIBILITIES OF THE STUDENTS

- 1) Only authorized students may ride the bus. 2) Obey the driver in all matters pertaining to the operation of the school bus. The bus driver is the representative of Guardians and teachers and is directly responsible for the safety of each student on the bus.
- 3) Exercise courtesy toward others while loading, riding, and leaving the bus. Application of this simple rule will result in a more enjoyable ride to school each day and will prevent many unpleasant situations from arising.
- 4) Arrive at the bus stop on time and wait for the bus in a safe location on the curb or shoulder off the road. There will be **NO FIGHTING AT THE BUS STOP**. If you should have problems with someone at the bus stop inform the Principal of your school so that the matter can be resolved. Appropriate school behavior is expected at the bus stop as defined in the student handbook
- 5) Cross highways and streets only in front of the bus. Move away from the front of the bumper of the bus approximately (10) ten feet so that the driver can observe your crossing. **DO NOT RUN OR DASH INTO THE STREET OR ROAD WITHOUT LOOKING BOTH WAYS EVEN THOUGH THE BUS DRIVER HAS TRFFIC STOPPED. DO NOT WALK ALONG THE SIDE OF THE BUS OR CROSS-BEHIND THE BUS.**
- 6) Do not trespass on private property.
- 7) Approach and board the bus in an orderly manner when the bus has come to a full stop, and the driver has opened the door.
- 8) Take your seat promptly and remain seated throughout the bus trip.

9) Assignment of seats is left to the discretion of the bus driver with the final approval by school authorities when necessary. Priority is set for the Kindergarten and first grade students to sit in the front of the bus, but front seats are also made available when we have discipline problems. If seat assignments are made, compliance is mandatory.

10) Remain seated until the bus comes to a full stop, then leave in an orderly manner. **NO PUSHING OR SHOVING IS ALLOWED. ANYONE WHO IS CAUGHT DOING THIS WILL BE REPORTED TO THE ASSIT. PRINCIPAL/PRINCIPAL, AND DISCIPLINARY ACTION WILL TAKE PLACE. BE COURTEOUS NOT TO BUMP INTO THE PERSON IN FRONT OF YOU.** 11) Do not talk to the driver while the bus is in motion except in an emergency. 12) Avoid actions that might distract the driver. 13) **KEEP YOUR VOICE LOW. NO SHOUTING, WHISTLING, PUSHING, FIGHTING, OR THROWING OBJECTS ON THE BUS. THIS WILL NOT BE TOLERATED. ABSOLUTELY NO NOISE WILL BE MADE WHILE CROSSING RAILROAD TRACKS.** 14) Do not extend arms or any other parts of your body out the window. **DO NOT THROW ANY OBJECTS OUT THE WINDOW OR SPIT OUT THE WINDOW.** 15) **THERE IS NO SMOKING ON THE BUS AND AT BUS STOPS. BUS STOPS AND BUSES ARE CONSIDERED SMOKE AND DRUG FREE ZONES.** 16) Ask the driver's permission before opening the window. 17) Help keep the bus clean and report anything damaged in the bus to the driver. **EATING FOOD AND OR CHEWING GUM ON THE BUS ARE NOT ALLOWED. NO PENCILS OR PENS SHOULD BE OUT ON THE BUS DUE TO VANDALISM OR IF AN ACCIDENT SHOULD OCCUR FOR SAFETY PURPOSES.** 18) Keep books/bundles out of the aisles, and do not carry heavy objects on the bus that might cause injury to other students. 19) Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your Guardians, and agreement is reached between the principal and the bus driver. 20) Report any violation of these rules to the bus driver or to your teacher. 21) **ONCE THREE (3) DISCIPLINE SLIPS HAVE BEEN SUBMITTED ON ANY CHILD, THE CHILD WILL BE REPORTED TO THE PRINCIPAL OF THE SCHOOL AND PUT OFF THE BUS. THE STUDENT WILL NOT BE ALLOWED THE PRIVILEGE OF RIDING THE BUS UNTIL A GUARDIAN, PRINCIPAL AND SCHOOL DEPARTMENT DESIGNEE MEET TO DICUSS ANY PROBLEM, ONLY THEN WILL A CHILD HAVE HIS/HER PRIVILEGES RETURNED OR DENIED.** 22) All elementary school pupils (K-6) residing more than one mile, and High School and Jr. High pupils (7-12) residing more than 1 ½ miles from the school attended are entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when health of pupils makes this service essential.

RESPONSIBILITIES OF GUARDIANS:

1) Please instruct children of the important bus codes that are listed above. 2) Support the bus driver in maintaining discipline on the bus. 3) Insure children arrive at the bus stop on time. Supervise children when necessary. 4) Make suggestions in writing to the Principal and to the Office of the Superintendent to make any improvements to the routes. 5) Report any concerns or violations to the Principal of the school that your child is attending. 6) **NO KINDERGARTEN CHILD WILL BE DROPPED OFF AT THE BUS STOP WITHOUT A GUARDIAN/GUARD. THERE TO MEET HIM/HER. IT IS THE RESPONSIBILITY OF**

THE GUARDIAN/GUARDIAN OF THE CHILD TO HAVE ARRANGEMENTS MADE IN THE EVENT THEY CANNOT BE AT THE BUS STOP. IF NO ONE IS THERE, THE CHILD WILL BE RETURNED TO SCHOOL AND THE GUARDIAN/GUARDIAN WILL HAVE TO TRANSPORT THE CHILD HOME SAFELY. 7) In the event that a child is returned to school due to misbehavior on the bus the Principal will contact the Guardian/guardian and it will be the responsibility of the Guardian/guardian to transport the child home. 8) Guardians, or persons authorized to pick up children at dismissal time or for extenuating circumstances must have this in writing, which will be kept in the office of the Principal. Pupils who do not have written permission to either stay for after-school activities or to be transported by car will be placed on their regular bus home. 9) Please do not ask that we transport children of friends or relatives who may be visiting on a temporary basis. 10) The school should be made aware of any known health problems such as allergies that might require special assistance. 11) **DO NOT DISCUSS WITH THE BUS DRIVER ANY PROBLEMS THAT YOU MAY HAVE WITH THE BUS DRIVER, ROUTE, OR OTHER CHILD. PLEASE REFER ALL PROBLEMS TO THE PRINCIPAL OF YOUR SCHOOL. DRIVERS HAVE BEEN INSTRUCTED NOT TO DISCUSS ANY PROBLEMS WITH GUARDIANS WHILE ON ROUTE.** 12) **GUARDIANS ARE NOT ALLOWED TO BOARD THE BUS.**

RESPONSIBILITIES OF THE BUS DRIVERS: 1) Read, comply with and periodically review the rules and regulations as stated in the contract agreement with said contractor and residents of the town. 2) Become familiar with current state laws on school buses and safety procedures. 3) Immediately report in writing any and all accidents, even if minor, to the School Department Business Office, the Police Department and the Registry. 4) Avoid potential hazards. **ABSOLUTELY NO SMOKING OR EATING ON THE BUS.** 5) Assume full charge of the bus and the pupils while they load, ride, and leave the bus. 6) Insure the bus is fully stopped with red signal lamps flashing while loading and unloading pupils. a. **The bus should not proceed until all pupils are seated and the door is closed** b. When pupils are loading and unloading, do not wave vehicles to pass the school bus c. Report the registration number to your supervisor of any vehicle passing the school bus while the red signal lamps are flashing. 7) Take necessary disciplinary action with students riding school buses as outlined in the disciplinary procedures. Any and all violations should be written up and a copy submitted to the Principal. After three written violations students should be reported to the Principal for temporary suspension from transportation. **A driver shall not put pupils off the bus at any stop for reason of discipline. The driver will return the offending child/children back to the school of origin and inform the Principal or designee that you are returning so that they will be prepared for the child/children.** 8) Perform routes as outlined and assigned. Make notations for any and all special requirements of your route. Be sure that there is a roster of your route in your bus at all times in the event there is a substitute driver that they may follow your route 9) Schedules are to be kept as neatly as possible. If the bus is on time and a pupil is not at the designate stop, the driver shall not wait. 10) Bus drivers are cautioned about their language. Derogatory remarks about pupils and/or others are to be withheld. Any complaint will be discussed with your Supervisor and will not be tolerated. 11) **IN NO WAY SHOULD THE DRIVER ENTER INTO A DISCUSSION WITH GUARDIANS CONCERNING THE MISCONDUCT OF A RIDER. REFER THE PROBLEM TO THE PRINCIPAL/ DESIGNEE** 12) Exercise extreme caution when buses pass each other in opposite directions on a narrow roadway. 13) Transport students only to designated

points on scheduled routes. Deviations are allowed only if agreed upon by the Guardian, driver, contractor, and school department. 14) Instruct children on safety procedures in case of emergency. Conduct bus drills twice a year demonstrating the use of the emergency exit. 15) Place no devices for locking or securing any exit or windows while actually engaged in transporting school children. 16) Inspect vehicles before the start of routes each day to insure it is in safe operation condition. Inspect vehicles at the end of each day to ensure that all students are off the bus and articles/children left on the bus are taken off and brought to the proper authority. 17) Transport only authorized students attending public schools in Dracut the transportation of additional passengers is not allowed. 18) No kindergarten child will be dropped off at a designated bus stop without a Guardian/guardian at the stop to meet them unless other arrangements have been made with the Guardian or guardian. In the event no one is at the stop, the driver will contact the Principal's office by the phone on the bus and inform them he/she will be returning the child to the school and to please try to contact the Guardian. 19) **ALL DRIVERS MUST BE CPR AND FIRST AID CERTIFIED.**

RESPONSIBILITIES OF THE POLICE DEPARTMENT 1) Adjust routes and bus stops if students are subject to safety hazards. Review any bus stops by the School Department. 2) If requested, handle disciplinary complaints. 3) Conduct classes to instruct bus drivers, students, patrol leaders, etc. on safety measures. 4) Monitor the behavior of pupils at bus stops when requested. Guardians assume primary responsibility for monitoring the behavior their children at bus stops.

RESPONSIBILITIES: PRINCIPAL 1) Process disciplinary reports received from the bus drivers. 2) If necessary, establish safety guides for the buses. 3) Insure prompt supervision during loading and unloading of students from the buses each day before and after school. 4) Clear all traffic from bus loading areas each morning and afternoon. 5) As appropriate, instruct students on general safety procedures observed while riding school buses. 6) Be available to assist any Guardian or bus driver if they have any problems with the school buses.

RESPONSIBILITIES: TEACHERS 1) Perform duties in relation to school buses as directed by the Principal. 2) Assist drivers in maintaining discipline when riding the buses. 3) Instruct students on bus codes at the start of the school year.

ACCIDENT PROCEDURE – RESPONSIBILITIES BUS DRIVERS: 1) In the event of an accident involving a school bus take proper precautions to protect lives. 2) Turn off ignition and activate flashers and flares to warn traffic. 3) Check passengers for physical injury and administer any first aid if required. 4) Evacuate students if a fire is located. If the possibility of a fire is remote and if it is safe to do so, keep students on the bus. 5) Contact Police or Fire Department to report the location of the accident and to request an ambulance, if required. a) Request a police officer to attend the scene of the accident. b) Procure the names and addresses of any witness or other operators of motor vehicles involved in the accident. c) Notify the Business Office immediately and the Principal with the names of students involved in the accident even if it is a minor accident or incident. 6) Fill out accident or incident reports as required. 7) Submit one copy of the report to the Superintendent of Schools and also to the Principal of the school building involved.

ACCIDENT PROCEDURE - RESPONSIBILITIES – STUDENTS: 1) Keep calm, and follow the directions of the bus driver. Stay in your seat until the bus driver tells you what action to take. 2) Do not touch any emergency equipment unless told to do so by the driver. 3) In case of fire, leave the bus in an orderly manner, as directed by the driver and move to the nearest exit away from the fire. 4) If the driver is injured and unable to move, notify the nearest adult or contact the Police or Fire Department on the nearest phone. 5) Report any injuries to yourself or other students to the driver. **DISCIPLINARY PROCEDURE - RESPONSIBILITIES - PRINCIPAL:** 1) Evaluate disciplinary reports. 2) Counsel students on the nature of the violation. 3) Recommended necessary action: a) Depending on the nature of the offense, the principal will reprimand, give a warning, or suspend the student's right to ride the bus. b) No fixed number of disciplinary reports is required to take away a student's riding privilege if the offense is severe. c) Inform the Guardians of the nature of the offense. d) Advise the bus driver of the action taken.

DISCIPLINARY PROCEDURE-RESPONSIBILITIES-BUS DRIVER: 1) Utilize your good judgment, experience, and maturity in handling the students. Never exceed the bounds of good taste in disciplining a child and **never strike a child or use profane language**. This will only aggravate the situation severely. 2) Fill out disciplinary report clearly and completely as provided. Be sure to fill out this report whenever deemed necessary to do so. Action cannot be taken if this form is not filled out. 3) Report immediately any disciplinary reports you write out to the Principal's Office and maintain a copy for yourself. 4) **Never discharge students from the bus for disciplinary reasons in the middle of a run or any other time without proper authorization**. If you have a problem with students on the bus you must bring them back to the school they are from and inform the Principal that you are taking them back because of discipline problems. The Principal will then deal with the situation.

EVACUATION PROCEDURE: 1) Passengers are to remain seated and pay attention to the driver. 2) The driver will stay at the front of the bus, indication that passengers should move out left to right. 3) Passengers should not take anything with them – musical instruments, athletic equipment, lunch boxes, etc. The objective of the drill is to empty the bus as quickly as possible in an orderly manner. 4) The driver will designate a helper to assist in leading the students to a designated location on the school grounds approximately 100 feet from the bus. Students are to walk, not run to this location. 5) A second helper will be appointed to stand outside the bus door to assist passengers as they leave the bus.

Students must enter the building immediately after the doors are opened in the morning and remain in the lobby area until directed to class by a teacher or administrator.

Students may stay after school only for school related reasons, obtaining a late bus pass from the detaining teacher. When students are dismissed to the late bus, they are to wait in the bus loading area. They are not to leave the school grounds and return to board the late buses. Students who do not utilize bus transportation should leave school grounds upon dismissal unless permission has been granted otherwise.

Social Media and Internet Use Policy

The Dracut Public School District acknowledges the role that various emerging methods of communication play in 21st century learning. As such, teachers, students, and Guardians engaging in these methods of communication for collaboration and learning is a necessary component. It is important to build an environment of trust and individual accountability. Therefore, members of the Dracut Public School District must understand that information shared through social media or a related method is a reflection of the larger school district.

For purposes of this policy, “social media” are any type of internet-based media created through social or group interaction, where individuals primarily produce – rather than just consume – the content. Examples of social media include: social and professional networking websites (Facebook, MySpace, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Pinterest), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit). The lack of reference to a specific social media website in this policy does not limit the extent or application of this policy.

This policy applies to all employees during both working and non-working time, on or off Dracut Public School District property, regardless of whether the employee is using Dracut Public School District’s or the employees’ computers, network, internet access, equipment, or technology.

That being said, nothing in this policy is intended to prohibit employees from complying with or exercising their rights under any applicable federal state, or local law, or from communicating about wages, hours, or other terms and conditions of their or their co-workers’ employment.

The Dracut Public School District provides the following rules of use and social media guidelines meant to encourage employees to participate in relevant online social activities in ways that do not distract from or disrupt the educational process.

The administration will annually remind employees and orient new employees concerning the importance of maintaining proper decorum in the online, digital world. Such reminders shall include the possibility of disciplinary action, including dismissal from employment, for failure to exercise good judgment in online conduct.

The Superintendent or designees may periodically conduct internet searches to determine if teachers have posted inappropriate materials. When inappropriate use of computers, websites and/or social media is discovered (in violation of this policy and/or the district's Technology Acceptable Use Policy), the administration will promptly bring that inappropriate use to the

attention of the employee, and may consider and apply disciplinary action up to and including termination.

General Guidelines:

1. Inappropriate contact via e-mail, phone or other social media is prohibited.
2. It is inappropriate to post items with sexual content.
3. It is inappropriate to post items exhibiting or advocating use of tobacco products, drugs, and/or alcohol.
4. Adherence to all applicable privacy laws and regulations must be followed at all times.
5. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, Guardians, teachers, or a future employer to see.
6. Protect your privacy. By using social media sites, you are broadcasting to the world. Even the strictest privacy settings may become public.
7. Be aware that others can view the sites that you bookmark.
8. Be aware of words used to tag or describe the bookmark.
9. Be aware of URL shortening services. Verify the landing site to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters, as in micro blogs.
10. Your online behavior should reflect the same standards of character used in the school setting.
11. The use of anonymizing services, networks, plug-ins, or applications is prohibited.

Employee Guidelines:

1. It is improper to fraternize with students using social media/networks, or via cell phone, texting, or telephone.
2. All e-contacts with students should be through the district's email/telephone system or through a depersonalized social media platform, set up through the district's existing network, except in emergency situations.
3. Extra-curricular advisors and/or coaches wishing to establish a social media platform must do so by using a Dracut Public School District email address. In such cases, the password will be provided to the district in a manner it prescribes.
4. All contact and messages by extra-curricular advisors and/or coaches with group/team members shall be sent to more than one member (i.e. captains, officers), except messages concerning medical or academic privacy matters, in which case the messages will be copied to the school principal and/or the athletic director.
5. Employees may not list current students as "friends/followers" on networking sites.
6. Teachers shall not give out their private cell phone or home phone numbers without prior approval of the district.
7. Official business of the school should occur through existing school provided platforms (phone, email, authorized social media platforms).

8. Before posting photos and videos, Guardian authorization to utilize a student's image must be sought.
9. Authorization to utilize a colleague's image must also be sought.
10. Dracut Public School District's employees are personally responsible for the content they publish online.
11. The lines between public and private, personal and professional are blurred in the digital world. If you identify yourself as a Dracut Public School District employee you are now connected to colleagues, students, Guardians and the community. It is not recommended that you identify yourself as a Dracut Public School District employee on your personal social media.
12. When contributing online, do not post confidential student information.
13. Disclaimers should be placed on school-based social media.
14. It is required that teachers moderate content contributed by students in the course of an assignment and report any inappropriate material.
15. No addresses or phone numbers should appear on school-based social media.
16. When uploading digital pictures or avatars that represent yourself make sure you select an appropriate image. Images reflect on your professionalism.
17. Remember a social networking site is an extension of your personality, and as such an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photo in the wall, is it really correct to put it online?
18. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional including personal views and beliefs.
19. Do not contribute content that could be construed as a statement on behalf of the Dracut Public School District without authorization and without disclosing your employment relationship with the district or using the following disclaimer: "The content I have contributed to this site is my own and does not necessarily represent the views or opinions of the Dracut Public School District, as I am not a spokesperson of the district."

Student Guidelines:

1. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
2. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and Guardians.
3. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
4. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
5. If you run across inappropriate material that makes you feel uncomfortable, or is not

- respectful, tell your teacher right away.
6. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.
 7. Be aware that consistent with School Committee Policies, (see harassment, discrimination, bullying) actions taken on social media platforms, whether school based or private, that impact the school environment, may lead to disciplinary action.

Dracut Public Schools Technology Acceptable Use Policy

The Dracut Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Dracut Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills.

This Technology Acceptable Use Policy for the Dracut Public Schools has been created to provide the Guardians, students, and staff with a statement of purpose and explanation of the use of technology within the Dracut Public Schools learning community. This policy is reinforced by practice and acceptable use standards, and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Dracut Public Schools. Students and Guardians/guardians as well as all staff members of Dracut Public Schools must also read and sign the accompanying Statement of Responsibilities.

Definitions

“Technology devices, digital resources, and network infrastructure” are defined as the Dracut Public Schools’ network, the Internet, email, hardware, software, printers, peripheral devices, individual computer devices, and web-enabled devices.

“Information Technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, teaching and learning. “Devices” refers to district owned/leased, staff owned devices, and student owned devices.

Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule

became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Dracut Public Schools works diligently to comply with COPPA requirements. Dracut Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web-based accounts. In cases of web-based account creation, Dracut Public Schools will use an internal school district identification number to represent each student user.

Content Filtering

The Dracut Public Schools uses software and hardware designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Dracut Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile.

User Access and Explanation of Guidelines

Access to information technology through the Dracut Public Schools is a privilege, not a right. Students, Guardians, and staff shall be required to read the Dracut Public Schools' Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Dracut Public Schools' Technology Acceptable Use Policy shall govern all use of technology devices, digital resources, and FMB network infrastructure. Use of technology resources, digital resources, web-enabled devices, and network infrastructure will be governed by the applicable disciplinary policies as outlined in faculty/staff handbooks of the district and the student handbooks.

The Dracut Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, Tablets, MPS players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras; as well as technology infrastructure, associated peripheral devices, and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources.

Expectation of Privacy/Monitoring

The Dracut Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Dracut Public Schools' network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Superintendent of Schools to substantiate inappropriate activity, to comply with legal action, and to comply with requests of law enforcement agencies as part of their investigations.

The Dracut Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Dracut Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Dracut Public Schools' Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Dracut School Committee policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

At any time and without prior notice, the administration reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology may result in loss of privileges. Those who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately, may lose their access privileges and may face additional disciplinary or legal action, including suspension or termination of employment.

Unacceptable Uses of Technology Resources (including but not limited to)

1. Interfering with the normal functioning of devices, computer systems, or computer networks;
2. Damaging or theft of devices, computer systems, or networks;
3. Accessing, modifying, or deleting files/data that do not belong to you;
4. Sending or publishing offensive or harassing messages/content;
5. Accessing dangerous information that, if acted upon, could cause damage or danger to others;
6. Giving your username or password to any other person, or using the username or password of someone else to access any part of the system; you are responsible for safeguarding your username and password and any access to the Dracut Public Schools using your username and password is your responsibility;
7. Sharing and/or distribution of passwords or using another student or faculty/staff;
8. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials;
9. Gaining unauthorized access to computer and or telecommunications networks and resources;
10. Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials;
11. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming email, violating any federal or state law, local regulation or school committee policy;
12. Violating copyright laws and/or the district policy on plagiarism;
13. Copying software or applications on Dracut Public Schools' devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution;
14. Intentionally wasting limited network or bandwidth resources;
15. IS. Destruction/vandalism of system software, applications, files, hardware, or other network resources;
16. Employing the network for commercial or political purposes;
17. Using of unauthorized use of the network / Internet to buy or sell products;
18. "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files or devices;
19. Uploading any harmful form of programming, bypassing filters, installing any type of server, aliasing/spoofing, and peer-to-peer networking or remote-control software;

20. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense;
21. Saving inappropriate files to any part of the system, including but not limited to:
 - Music
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purpose
 - Files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment;
22. Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.;
23. Using the district's network for gambling;
24. Discussing confidential information through the district email system.

Anonymizing Services

The use of anonymizing services, networks, browser plugins, and application are prohibited.

Reporting of Security Incidents

Both staff and students must immediately report any suspected or confirmed security incident or threat to appropriate Dracut Public Schools personnel. This includes, but is not limited to, any computer viruses, breaches of security, security weaknesses, losses or disclosures of data, and unauthorized accesses or uses of data. Staff and students should take no independent action and should discuss the incident with appropriate Dracut Public Schools personnel.

Termination

Upon termination of employment with the Dracut Public Schools or termination/completion of enrollment in the Dracut Public Schools, staff and students must return all Dracut Public Schools' technology devices and further access to Dracut Public Schools' digital resources and network is prohibited.

Staff Privacy Protocol

All documents, pictures, movies, and data need to be saved to cloud services such as Google Drive and Dropbox. Student record information and grades must not be stored locally on individual devices. Staff issued district owed devices must exercise care and diligence of district owed devices both on school grounds and off school property.

Due Process

When possible, the Dracut Public Schools will seek to apply progressive discipline for violations of the district policy and signed Technology Acceptable Use Policy Statement of Responsibilities which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Dracut Public Schools administration, including suspension or termination of employment. The nature of investigations will be reasonable.

Dracut Public Schools Limitations of Liability

The Dracut Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Dracut Public Schools' technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Dracut Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Dracut Public Schools, along with any persons or organizations associated with the school department internet connectivity will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet. The Dracut Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Guardians/Guardians should read this Dracut Public Schools' Technology Acceptable Use Policy. Guardians/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Dracut Public Schools and appropriate offices.

Guardians and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Dracut Public Schools' network, including the use of district owned devices.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreement is consistent with the purposes and mission of the Dracut Public Schools as well as with applicable laws and this policy.

Modification

The Dracut School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Staff and students may be required to review the updated policy and sign a new Statement of Responsibilities.

DRACUT PUBLICSCHOOLS STUDENT/GUARDIANSTATEMENT OF RESPONSIBILITIES

Student Expectations

I have read, understand and will follow the Technology Acceptable Use Policy. If I violate that agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Guardian/Guardian Acceptable Use Signature

Guardian collaboration is a crucial focus of Dracut Public Schools. Through our technology integration, we want to work with Guardians so they understand the different initiatives that are taking place at school. As Guardians, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

As the Guardian or guardian of this student. I have read the Dracut Public Schools' Technology Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Dracut Public Schools, and that student use for any other purpose is inappropriate.

I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to the Technology Acceptable Use Policy. I am aware that if my child violates this agreement the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Dracut Public Schools, and expressly waive any right of privacy my child has in anything created, stored, sent, or received on Dracut Public Schools' technology resources or network.

RMS STUDENT DISCIPLINE

BEHAVIOR	CONSEQUENCE FOR 1 ST OFFENSE	CONSEQUENCE FOR 2 ND OFFENSE	CONSEQUENCE FOR 3 RD OFFENSE
Cheating <ul style="list-style-type: none"> • Copying work • Plagiarism • Cheat notes 	<ul style="list-style-type: none"> • Academic penalty • Guardian notification 	<ul style="list-style-type: none"> • Academic penalty • Guardian notification • Teacher detention • Admin referral 	<ul style="list-style-type: none"> • Academic penalty • Guardian Notification • Guardian meeting with Admin & teacher
Forgery <ul style="list-style-type: none"> • Forged Guardian signature • Misrepresentation of a note to/from a Guardian 	<ul style="list-style-type: none"> • Guardian notification • Teacher detention • Admin referral 	<ul style="list-style-type: none"> • Guardian notification • 2-hour detention • Admin referral 	<ul style="list-style-type: none"> • Guardian notification • Admin referral • ISS- 1 day
Bullying/Cyberbullying All reporting & documentation will follow the DPS Bullying Policies	<ul style="list-style-type: none"> • Teacher/Counselor /Admin Intervention • Detention • Possible ISS • Guardian notification • Restorative Measures 	<ul style="list-style-type: none"> • Admin referral • Guardian Notification • ISS/OSS • SRO Notification • Restorative Measures 	<ul style="list-style-type: none"> • Admin referral • Guardian Notification • OSS • SRO Notification • Restorative Measures
Discriminatory Language (based on race, sex, gender identity, religion, sexual orientation or disability) All reporting & documentation will follow DPS policies.	<ul style="list-style-type: none"> • Guardian Notification • Admin referral • Written assignment and/or ISS/OSS depending on severity • Notification of SRO and./or Civil Rights District Coordinator • Restorative Measures 	<ul style="list-style-type: none"> • Guardian Notification • Admin referral • Written assignment and/or ISS/OSS depending on severity • Notification of SRO and./or Civil Rights District Coordinator • Restorative Measures 	<ul style="list-style-type: none"> • Guardian Notification • Admin referral • Written assignment and/or OSS depending on severity • Family Meeting with Admin • Notification of SRO and./or Civil Rights District Coordinator • Restorative Measures

Harassment	<ul style="list-style-type: none"> • Guardian Notification • Admin referral • Written assignment and/or ISS/OSS depending on severity • Restorative Measures • SRO notification 	<ul style="list-style-type: none"> • Guardian Notification • Admin referral • Written assignment and/or ISS/OSS depending on severity • Restorative Measures • SRO notification 	<ul style="list-style-type: none"> • Guardian Notification • Admin referral • Written assignment and/or ISS/OSS depending on severity • Restorative Measures • SRO notification
In hallway without a pass	<ul style="list-style-type: none"> • Teacher notification • Warning 	<ul style="list-style-type: none"> • Teacher notification • Teacher detention • Guardian notification 	<ul style="list-style-type: none"> • Teacher notification • Admin referral • Guardian notification • 2 hr. detention
Tardiness	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • Detention • Guardian notification 	<ul style="list-style-type: none"> • Admin/SAC referral • Detention • Guardian notification
Cutting class	<ul style="list-style-type: none"> • Admin referral • Guardian notification • 2 hr. detention 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • ISS-1 day 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • ISS 1-3 days
Truancy	<ul style="list-style-type: none"> • Guardian notification • ISS-1 day • Attendance Officer notified 	<ul style="list-style-type: none"> • Guardian notification • ISS-2 days • Attendance Officer notified 	<ul style="list-style-type: none"> • Guardian notification • Family meeting with Admin & Attendance Officer • ISS-3 days
Bus infraction	<ul style="list-style-type: none"> • Warning • Possible assigned seat 	<ul style="list-style-type: none"> • Guardian notification • Short term bus suspension 1-3 days • Assigned seat 	<ul style="list-style-type: none"> • Long term bus suspension • Guardian notification • Bus expulsion possible for further offenses
Creating a disturbance in a public place (hallway, café, assembly, etc.)	<ul style="list-style-type: none"> • Admin referral • Guardian notification • 2 hr. detention 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • ISS 1-3 days 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 1-3 days • Notify SRO

Fighting (involving 2 or more people)	<ul style="list-style-type: none"> • Admin referral • OSS 1-3 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • OSS 1-3 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • OSS 5-10 days • SRO notification
Horseplay (rough play which could lead to potential injury)	<ul style="list-style-type: none"> • Admin referral • Guardian notification • Detention 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • 2 hr. detention 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • 2 hr. detention or ISS
Inappropriate Physical Contact	<ul style="list-style-type: none"> • Admin referral • Guardian notification • ISS or 2 hr. detention • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • ISS 1-3 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 1-3 days • SRO notification •
Leaving school grounds during regular school hours (7:05 am-1:45 pm)	<ul style="list-style-type: none"> • Immediate Guardian notification • Admin referral • 2 hr. detention 	<ul style="list-style-type: none"> • Immediate Guardian notification • Admin referral • ISS 1 day • SRO notification 	<ul style="list-style-type: none"> • Immediate Guardian notification • Admin referral • ISS 2-3 days • SRO notification
Physical Assault (1 person, non-reactive response from other person)	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 1-3 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 3-5 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 7-10 days • SRO notification
Possession of tobacco, e-cigarette, matches, lighter	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 1-2 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 3 days • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • OSS 3-5 days • SRO notification
Possession, use or distribution of a weapon	<ul style="list-style-type: none"> • Admin referral • Immediate police notification • OSS 7-10 days • Expulsion hearing 		
Possession, use or distribution of drugs or alcohol	<ul style="list-style-type: none"> • Admin referral • Immediate police notification • OSS 7-10 days • Expulsion hearing 		

Repeated class disruption	<ul style="list-style-type: none"> • Teacher detention • Guardian notification 	<ul style="list-style-type: none"> • Admin referral • Guardian notification 	<ul style="list-style-type: none"> • Admin referral • ISS 1-3 days
Threatening acts, gestures or words towards staff	<ul style="list-style-type: none"> • Admin Referral • ISS/OSS • Guardian notification • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian Notification • ISS/OSS • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian Notification • OSS 1-3 days • SRO notification
Threatening acts, gestures or words towards students	<ul style="list-style-type: none"> • Admin Referral • ISS/OSS • Guardian notification • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian Notification • ISS/OSS • SRO notification 	<ul style="list-style-type: none"> • Admin referral • Guardian Notification • OSS 1-3 days • SRO notification
Cafeteria disruption	<ul style="list-style-type: none"> • Verbal warning • Assigned seat 	<ul style="list-style-type: none"> • Guardian notification • Detention • Assigned seat 	<ul style="list-style-type: none"> • Guardian notification • 2 hr. detention • Possible removal from cafeteria for a period of time
Skipped or asked to leave detention	<ul style="list-style-type: none"> • 2nd detention • Guardian notification 	<ul style="list-style-type: none"> • Admin referral • 2 hr. detention • Guardian notification 	<ul style="list-style-type: none"> • Admin referral • Possible ISS or Sat. detention • Guardian notification
Use of electronic device without permission-including videos/pictures/texting	<ul style="list-style-type: none"> • Teacher confiscates device & send it to office • Student responsible to retrieve device at the end of the day 	<ul style="list-style-type: none"> • Teacher confiscates device & send it to office • Student retrieves device at the end of day from Admin 	<ul style="list-style-type: none"> • Teacher confiscates device & sends it to the office • Guardian must retrieve device from office
Violation of computer acceptable use policy	<ul style="list-style-type: none"> • Admin referral • Guardian notification • Possible loss of computer privileges 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • Tech Dept. Notification • Loss of computer privileges for a period of time • Detention 	<ul style="list-style-type: none"> • Admin referral • Guardian notification • Tech Director Notification • ISS • Loss of computer privileges

Disrespectful behavior towards staff	<ul style="list-style-type: none"> Teacher detention Guardian notification Letter of apology 	<ul style="list-style-type: none"> Admin referral Guardian notification Letter of apology Detention 	<ul style="list-style-type: none"> Admin referral Guardian notification Letter of apology ISS 1 day
Dress code violation	<ul style="list-style-type: none"> Admin Referral 	<ul style="list-style-type: none"> Admin Referral Guardian notification Detention 	<ul style="list-style-type: none"> Guardian notification Detention
Profanity or vulgarity directed to faculty/staff	<ul style="list-style-type: none"> Admin referral Guardian notification Letter of apology with Guardian signature ISS 	<ul style="list-style-type: none"> Admin referral Guardian notification Letter of apology with Guardian signature ISS 	<ul style="list-style-type: none"> Admin referral Guardian notification Letter of apology with Guardian signature OSS 1-3 days
Stealing	<ul style="list-style-type: none"> Restitution Admin referral Guardian notification ISS 1 day Notify SRO 	<ul style="list-style-type: none"> Restitution Admin referral Guardian notification OSS 1 day Notify SRO 	<ul style="list-style-type: none"> Restitution Admin referral Guardian notification OSS 1-3 days Notify SRO
Swearing <ul style="list-style-type: none"> Overheard by teacher Student to Student 	<ul style="list-style-type: none"> Warning 	<ul style="list-style-type: none"> Teacher detention Guardian notification 	<ul style="list-style-type: none"> Admin referral Guardian notification Detention
Vandalism	<ul style="list-style-type: none"> Restitution and/or service Admin referral Notify Guardian Notify SRO Notify Building & Grounds Possible ISS 	<ul style="list-style-type: none"> Restitution and/or service Admin referral Notify Guardian Notify SRO Notify Building & Grounds ISS 	<ul style="list-style-type: none"> Restitution and/or service Admin referral Notify Guardian Notify SRO Notify Building & Grounds ISS/OSS

**RICHARDSON MIDDLE SCHOOL
STUDENT HANDBOOK - SCHOOL YEAR 2021-2022
GUARDIAN & STUDENT SIGNATURE REQUIRED**

**Student/Guardian Acknowledgment of Richardson Middle School's
BULLYING & HARASSMENT POLICY**

(Please sign the following pages after reading and discussing this form with your child)

I/We have read the Bullying Policy for the Dracut Public Schools. I/We understand that this policy is designed to make Richardson Middle School safe for all students. I/We have discussed with my son/daughter his/her responsibilities regarding bullying and reporting of bullying or harassment. I/We understand that any violation by my/our son/daughter of the bullying policy may result in school disciplinary action, including being removed from a course. Furthermore, if my child is a target of bullying, I will inform the administration at The Richardson Middle School.

“Bullying”, the repeated use by one or more students or by a member of 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 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 section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (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. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Bullying shall be prohibited: (i) 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 (ii) 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. Nothing contained herein shall require schools to staff 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 shall be prohibited.

I have read and understand the anti-bullying policies, procedures, responsibilities, and rules in the online RMS Student Handbook available at: www.dracutps.org I have discussed the issues with my son/daughter.



PRINT, SIGN, AND RETURN TO SCHOOL



STUDENT/GUARDIAN STATEMENT OF RESPONSIBILITIES Acceptable Use / Internet Use Policy Signature

Student Expectations

I have read, understand and will follow the Technology Acceptable Use Policy. If I violate that agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Guardian/Guardian Acceptable Use Signature

Guardian collaboration is a crucial focus of Dracut Public Schools. Through our technology integration, we want to work with Guardians so they understand the different initiatives that are taking place at school. As Guardians, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

As the Guardian or guardian of this student. I have read the Dracut Public Schools' Technology Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Dracut Public Schools, and that student use for any other purpose is inappropriate.

I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to the Technology Acceptable Use Policy. I am aware that if my child violates this agreement the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Dracut Public Schools, and expressly waive any right of privacy my child has in anything created, stored, sent, or received on Dracut Public Schools' technology resources or network.

Guardian or Guardian Name (please print): _____

Guardian or Guardian Signature: _____

Student Name (Please print): _____

Student Signature: _____

Date: _____

School Location: Richardson Middle School 2021-2022 School Year



PRINT, SIGN, AND RETURN TO SCHOOL



Permission Page
Justus C. Richradson Middle School
2021-2022

Handbook

I have read the Richardson Middle School Student-Guardian Handbook at <https://www.dracutps.org/justus-c-richardson-middle-school/students> and I am familiar with its policies and regulations, including the bullying policy and all other policies of the Dracut Public Schools.

Student Name/Signature

Homeroom

Guardian Signature

Date

Permission to Videotape/Photograph

I give permission for my child, _____ in
room _____ to be included in videotape and/or
photographs, if the circumstances deem it necessary.

I DO NOT give permission for my child, _____ in
room _____ to be included in videotape and/or
photographs, if the circumstances deem it necessary.