

**G.R. AUSTIN INTERMEDIATE
SCHOOL**

***“Respect, Responsibility, and
Safety”***

**2021-2022
Grades 4 and 5**

STUDENT HANDBOOK

**508-923-3506
Fax: 508-947-0266
www.freelake.org**

NONDISCRIMINATION STATEMENT

**The Freetown-Lakeville Public Schools do not discriminate on the basis
of age, race, color, national origin, sex, gender identity, disability,
religion, sexual orientation, or homelessness.**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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I. GRAIS ATTENDANCE POLICY

The official school day is 8:30 AM-2:45 PM. The school is open to students at 8:20 AM. Students should not enter the building before this time unless they have permission and should not be dropped off prior to 8:20 AM. If your child arrives after 8:30 AM, he/she must arrive with a parent/guardian and present a tardy note to the main office.

The final plan to increase student learning time was approved by the Massachusetts Board of Education, stating that by September of 1998, all elementary school students shall receive a minimum of 900 hours of structured learning time, and secondary school students shall receive 990 hours.

Attendance in school is required of all children from ages 6 through 16. A note, signed by the student's parent or legal guardian, is required for each day or group of successive days that the student is absent from school. The note is expected the day the student returns. If there is no note after the fourth day that the student returns to school, appropriate action will be taken. Students have two days for each day of absence to make up work/tests.

Massachusetts statute indicates that no student should be absent from school without a valid excuse, within a six month period, for more than 7 school days.

It is the belief of the staff of GRAIS, that regular and punctual attendance is essential for every student. Active participation in the learning process is a crucial component to academic success, what is missed in the classroom cannot be made up for by sending home make-up work. At GRAIS we promote the core values of respect, responsibility and safety, which are key characteristics of students who have good attendance and are successful academically. We hope all our students' families support and follow these values.

ABSENCES: Written documentation is required from a parent or guardian for all absences. The note must list the following:

- The date(s) of absence(s)
- The student's full name
- The reason for the absence
- Parent/Guardian signature

The reason must be listed as one of the following, if not it will be considered unexcused.

- Medical appointment/illness verified in writing by a professional health care provider
- Death of a family member
- Observance of a major religious holiday
- School-related absence (i.e.; school suspension)
- Legal obligation
- Absence approved by the school principal

Please note: Family vacations do not constitute an excused absence. Teachers will not provide schoolwork for students who miss school due to a vacation taken during regular school days.

ATTENDANCE/GRADE REQUIREMENTS:

When a student exceeds five or more unexcused absences for a trimester, the teacher may reduce the student's final trimester average up to but not exceeding 10 points.

Once a student has exceeded the minimum absentee days as stated above, the classroom teacher has the option of awarding class credit only if the student has made up all work to the teacher's satisfaction and in accordance with the standards set forth in the curriculum. Following the student's fifth unexcused absence, the parent may also be asked to conference with GRAIS administration to discuss strategies to improve school attendance.

Students have two calendar days for each day absent to make up their work.

DISMISSALS: Students being dismissed during school must present a note **to the main office** during homeroom period. The note must include the student's full name, reason for dismissal, date and time of dismissal, and a telephone number where the parent/guardian can be reached if necessary. When a student is to be dismissed, the parent/guardian must come into the office and sign the student out. At the time of the requested dismissal, the student should report to the office to be signed out. Students must attend school for three hours to receive credit for a full school day. Students arriving/dismissed to/from school after/before 11:00 a.m. will not receive credit for a full day of school. **To avoid unnecessary disruption of classroom time, students being dismissed without a note to the office in the morning will only be called after the parent or guardian has arrived at school for dismissal.**

PARENTAL NOTIFICATION: Parents or guardians will be notified that a student is in danger of not receiving academic credit due to absenteeism through a documented ***Notice of Absenteeism.***

TARDINESS: Punctuality to school is also crucial to student success. If a student is not present in school by the 8:30 he/she will be marked absent and then tardy upon arrival to school. A written excuse (as described above) is required. Students may receive after school detention following their third unexcused tardy for a school term. The parent may also be asked to conference with the principal following the student's fifth unexcused tardy to discuss strategies to improve school attendance. When the student is tardy, it is the

student's responsibility to get work they have missed. Extra make-up days are not granted for work that is not passed in on time due to tardiness.

II. GRAIS GENERAL INFORMATION AND GUIDELINES

Absent/Homework Request

On the 3rd day of your child's excused absence, you may request homework only. Call the main office by 10:00 a.m. on the morning of the third day of an excused absence and homework will be available that day after 2:15 in the office. Students have two calendar days to make up work (2 calendar days per 1 day of absence). If a student is absent and has NOT picked up homework, it is the student's responsibility to get all homework and classwork on the day s/he returns to school.

When your child is absent, you should call the Attendance Line at (508) 923-3506, and follow instructions.

Massachusetts statute indicates that no student should be absent from school without a valid excuse, within a six month period, for more than seven (7) full days or fourteen (14) half days.

Address/Telephone Number and Email Changes

In the event of an emergency, we must be able to reach the parents or those in charge of the student; therefore, please keep the school office informed of any changes in your address, telephone number or email that may occur regarding either work or home. Those who have unlisted phone numbers should also notify the office of the change.

After School Activities

Students may only remain after school for school sponsored and supervised activities, programs and services. Students staying after school must notify their parents, return a signed after school notice, and must stay in their respective areas until notified by the office or supervisor to leave. Therefore, students should be picked up immediately following their after school activity.

After School Rules and Information:

1. All school rules apply to school-related activities and programs. Students may be suspended from attending all after school and school-related activities and programs, for a thirty (30) school day period, or longer, for designated infractions. This does not preclude, in addition, suspension from school according to the published rules and regulations.
2. Students who are absent from school for the day will be unable to participate in any extracurricular activity scheduled on the same day.
3. A student cannot participate in intramurals/activities on a particular day if s/he has been excused from physical education class, served a school suspension, or has a detention assigned for discipline.
4. Students are not allowed to walk over to FLMS or Apponequet after school without a note from a parent/guardian and the permission of the principal.
5. PTO sponsored socials will require a special parental permission form, and school rules will apply.
6. Permission slips will also be required by all grade levels for special after school activities.
7. Verbal threats, harassing phone calls, and damage to personal property of school personnel (in and out of school) are subject to disciplinary action.
8. A student who is determined to be a poor school citizen may be excluded from school sponsored activities.

Book Evaluation Rating

The textbook evaluation listed below is a guide used by the intermediate school faculty as a means of rating books prior to issuing them to students. If you have a concern or question about the rating of a book, please *feel free* to contact your child's teacher. In order to protect textbooks from damage, books must be covered.

New - Has not been issued to a student

Excellent - Limited use; no observable damage

Very Good - Shows some wear; wear to corners; binding is not broken; book may have been rebound

Good - Worn cover; pages have various marks and wrinkles; binding may be starting to break

Fair - Broken binding; in need of general repair/replacement

Poor - Cannot be repaired/ must be replaced

BOOKS (DAMAGE/CHARGES)

All students are responsible for books that they are issued or that they check out of the school library during the school year. Books that are lost or damaged must be paid for by the end of the school year.

Average charges:

1. General Damage (writing, torn pages, bent corners, damage to binding) \$30
2. Broken binding (needs to be replaced) \$40
3. Replacement (cannot be repaired/book is lost) \$60 - \$75

BULLYING AND HARASSMENT POLICY

The G.R. Austin Intermediate School has a zero tolerance policy for bullying/harassment. Harassment prohibited by the District includes, but is not limited to, harassment on the basis of sex, race, creed, color, national origin, sexual orientation, gender identity, religion, marital status, disability, or homelessness. We support the idea that the best way to reduce bullying/harassment incidents from taking place at GRAIS is by creating a school culture that promotes diversity, caring, compassion, and a sense of responsibility among students and adults. Specific action steps will be followed to effectively create this positive culture.

Promote Our Core Values. - We strongly promote the core values of **respect, responsibility, and safety** at our school. These values will be promoted in a number of ways during the school year in and out of classrooms.

Anti – Bully Workshop – Anti-Bully Assemblies are brought in by the PTO for both grade levels and support our Anti-Bully Policy.

Engage in Positive Culture Building Programs –All GRAIS staff model and promote our school's core values: Respect, Responsibility, and Safety.

Peer Mediation - Peer mediation is both a program and a process where students of the same age group facilitate resolving disputes between two people or small groups. This process has proven effective in changing the way students understand and resolve conflict in their lives. Changes include improved self-esteem, listening and critical thinking skills, and school climate for learning, as well as reduced disciplinary actions and fewer fights. These skills are transferable outside of the classroom. Mediation is facilitated by the school adjustment counselor and/or the principal.

All reports of such conduct will be investigated and actions will be taken under the guidelines of the school's disciplinary code. The administration will act to investigate all complaints, formal and informal, verbal and/or written harassment (including electronic), of sexual or bias-related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated the policy. Guidance and/or counseling to all parties to the incident shall be made available.

BUS POLICY

Bus Company – Phone: 508-763-9260, Fax: 508-763-9251
Email: Please contact the school for current email address

Transportation

The district provides school bus transportation to the G.R. Austin Intermediate School for students living in Freetown and Lakeville. This service, however, does not constitute a right; it is a privilege that can be denied whenever a student continuously or seriously misbehaves on a school bus. The bus driver is responsible for maintaining order on the school bus. The school administration works closely with the drivers to ensure order and safety. The intermediate school principal, concerning school bus discipline, has the authority to take action according to the following procedures:

- a. A student whose behavior either distracts the bus driver or presents a potential danger to the safety of others may receive consequences as determined by administration. All bus incidents will follow the same code of discipline as school incidents.
- b. Contact by telephone will also be made with the parent/guardian when possible. It should be stressed, however, that serious misbehavior or any bus offense may result in the loss of bus privileges, detention or a school suspension. Parents will be notified in the event of such a situation.

Regulations

For the safety of ALL the students who ride on the school bus and for the protection of bus property, we insist on good behavior on the school bus. Riding the bus is a privilege. Any student who disrupts the bus or creates an unsafe situation due to inappropriate behavior may lose the privilege of riding the bus.

- a. Students shall not, in any way, obstruct the operation of the school bus.
- b. All students must remain seated in their assigned seats after boarding the bus and before leaving the bus and may not place their heads or hands outside the windows.
- c. The throwing of objects on, at or out of the school bus is forbidden.
- d. Any student who damages bus property will be financially responsible for repair and/or replacement costs.
- e. Eating, drinking, littering, gum chewing or spitting on the bus are prohibited.
- f. All students are responsible for following directions given by the bus driver.
- g. Excessive noise may cause the bus driver to become distracted and, therefore, will not be allowed.
- h. Students may not open or close windows without the bus driver's permission.
- i. The use of cell phones, iPods, game consoles, pagers, laser pointers, and other electronic devices is at the discretion of the driver.
- j. Skateboards are prohibited. Oversized items that cannot fit in a backpack or carried on laps are also prohibited.

Transfers

There are currently NO bus transfers. Please contact the bus company if there is an emergency situation. If the bus company approves the bus transfer - please send in a note to the main office stating child's name, who/where the child will be dropped off, what bus # the student will be traveling on, and who at the bus company approved the transfer. NO BUS TRANSFERS WILL BE HONORED ON DAYS WHEN STUDENTS ARE DISMISSED EARLY, SUCH AS ON A HALF-DAY, WITHOUT PRIOR ADMINISTRATIVE APPROVAL.

Late Bus

There is currently no late bus service offered in the district.

CAFETERIA

RULES DURING LUNCH:

1. Speaking in conversational tones is encouraged. Loud talk and shouting is not permitted
2. Tables are designed to sit up to 8-12 students,
3. **Each student should dispose of his/her own trash.**
4. Students are not allowed to leave the cafeteria unless given permission by a staff member.
5. All students are expected to go outside during recess unless given special permission to remain inside.
6. All students are responsible for bringing their own lunch or lunch money. Students are expected to know their code to purchase lunch.
7. Except to use the restroom or to throw away trash, students are expected to remain seated at their tables during lunch. **No table hopping!**
8. Any student throwing food, utensils, or any kind of object during lunch may be given after school detention and/or receive a suspension from school.
9. **Food and/or drinks are not to be removed from the cafeteria.** Any food brought to school should be consumed in the cafeteria.
10. **Students are encouraged to invite students who may be seated alone to join them.**

Cafeteria Lunch Card Program

The Food and Nutrition Services offer an **online pre-pay program for lunch through PayFort.net**. You may also send a check to school with your child. Checks should be made out to Freetown-Lakeville Regional School District and should have your child's name noted on the memo line. The Nutrition Committee and the Food Service are trying to encourage and educate all students in the importance of healthy eating.

Cancellations/Early Dismissal

Although it is difficult to guarantee an exact time when school is canceled, intermediate school cancellations are usually broadcast between 6:30 a.m. to 7:15 a.m. The following carry No School Announcements for Freetown-Lakeville Regional Schools, which includes the intermediate school:

- **Call Notification System (message to home or cell phone, parent must fill out paperwork at the beginning of the school year)**
- **Television Stations:**
 - Ch. 4 WBZ
 - Ch. 5 WCVB
 - Ch. 6 WLNE
 - FOX 25
- **Online:**
 - www.freelake.org
 - www.cancellations.com

Sometimes school is delayed, rather than canceled. The intermediate school students officially enter each morning at 7:50 a.m.; therefore, an hour delay would mean an entering time of 8:50 a.m. a two hour delay 9:50 a.m.. No matter what the delay, the intermediate school will still dismiss students at the regular 2:15 p.m. time. In instances of an emergency or inclement weather, the superintendent may decide to dismiss early on a given day. The same radio and TV stations will be contacted. The message will be: "All schools of the Freetown-Lakeville Regional School District will be dismissed early." All families should have an early dismissal contingency plan.

Damage to School Property

All students are responsible for the care of lockers, books, and other school property. Damage, loss, or destruction of school property must be paid for by the student(s) who cause the problems.

Digital Technology Acceptable Use Policy

Introduction

The Freetown-Lakeville Regional School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. As such, we are committed to helping students develop 21st-century technology and communication skills through appropriate access and use of technology. This Digital Technology Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies and/or personally-owned devices on any of our school campuses or when inappropriately used off campus to interact with students, staff, or other district related personnel.

- The Freetown-Lakeville Regional School District network is intended for educational purposes and should only be accessed for school related purposes.
- All activity over the network or using district technologies may be monitored and retained.

- Users shall not add, download, delete or modify any program or settings on school provided devices or networks.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, including the Children's Online Privacy Protection Act (COPPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as they are offline.
- Misuse of school resources may result in disciplinary action.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

The Freetown-Lakeville Regional School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from inappropriate use of school technologies.

Technologies Covered by the Digital Acceptable Use Policy

The Freetown-Lakeville Regional School District may provide students, staff, and guest access to the Internet, desktop computers, mobile computers or other mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, or other technologies as they become available. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed within this document.

Purpose for Use of Digital Technology

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment which follows both the specifics outlined in the Digital Technology Acceptable Use Policy and the spirit of the document. This policy intends use that is safe, appropriate, careful and kind.

Users shall not bypass technological protection measures employed by the district and are expected to use good common sense. Any attempt to modify, bypass or evade security programs, firewalls or server network access will result in discipline and limitations on future use of devices or network access. When a user does not know if an activity is appropriate, s/he should seek guidance from a knowledgeable member of the staff.

Web Access

The Freetown-Lakeville Regional School District provides its users with access to the Internet, including websites, resources, content, and online tools. Access will be restricted in compliance with CIPA (Children's Internet Protection Act) regulations and school policies as appropriate. Web browsing may be monitored, and internet activity records may be retained indefinitely.

The online filter is a safety precaution, and users shall not attempt to deactivate the filter in any way when online. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

The Freetown-Lakeville Regional School District may provide users with email accounts for the purpose of school-related communication. Availability and use of school district email may be restricted based on school policies and may be monitored and archived pursuant to public records laws. All emails may be subject to disclosure as a public record.

When users are provided with email accounts, they should be used with care. Users should refrain from the following email activities:

- sending personal information in district email;
- attempting to open files or follow links from unknown or un-trusted origin;
- using inappropriate language; and,
- communicating with others not allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they should offline.

Social Media/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, the Freetown-Lakeville Regional School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. It is important to note that posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally- identifying information online. If the District adopts an encryption program, all shared content shall be encrypted to ensure privacy. Users will be trained in encryption procedures.

District-Owned Mobile Devices

The Freetown-Lakeville Regional School District may provide users with mobile computers or other devices to promote learning. Users must abide by the same acceptable use policies when using school devices off the school network as on the school network. Use of school-issued mobile devices while off the school network may also be monitored.

All users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the teacher immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally Owned Devices

The Freetown-Lakeville Regional School District recognizes that many students bring technology to school which assists students in accessing information and deepening the learning process. Staff and students may use the FLRSD wireless network to access the Internet when following district protocol for doing so. The Digital Technology Acceptable Use Policy governs use of the FLRSD network regardless of whether the user is accessing the network with a district/school-owned device or a personally owned device.

Due to security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally owned devices. When using a personally owned device on the district/school network it is important to note that FLRSD is **not responsible** for any of the following:

- theft or loss of any personal device
- communication/data fees incurred while using the district network
- providing software licenses (unless part of the curriculum)
- providing antivirus software

The use of personally owned devices is at the discretion of the individual teacher and should only be used during class time when use is related to the lesson or assignment. Personally owned devices (including laptops, tablets, smart phones, and cell phones) must be turned off and put away during school hours - unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. When students are allowed to use such devices, they should be set on silent or mute, (not vibrate) so as not to disturb others. Students shall not record any audio/video or take any photographs without the explicit permission of the teacher and students included in the recording or photo.

Security

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

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. Though users may be able to download other file types, such as images or videos, users should only download such files from reputable sites, and only for educational purposes consistent with classwork or assignments in an effort to ensure the security of our network.

Netiquette

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

Plagiarism

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

Personal Safety

Users should never share passwords, personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Sending emails or posting comments with the intent of scaring, hurting, or intimidating someone else (including, but not limited to harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking) is considered cyberbullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and your emails, tweets, posts, or other cyber communication are retained and can be reviewed.

Examples of Acceptable Use

- I will:
- Use school technologies for school-related activities.
 - Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
 - Treat school resources carefully, and alert staff if there is any problem with their operation.
 - Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
 - Alert a teacher or other staff member if threatening, inappropriate, or harmful content (images, messages, posts) are accessed online.
 - Use school technologies at appropriate times, in approved places, for educational pursuits.
 - Cite sources when using online sites and resources for research.
 - Recognize that use of school technologies is a privilege and treat it as such.
 - Be cautious to protect the safety of myself and others.
 - Help to protect the security of school resources.

Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety programs and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

These are not intended to be exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability

Freetown-Lakeville Regional School District will not be responsible for damage or harm to persons, files, data, or hardware. While Freetown-Lakeville Regional School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Freetown-Lakeville Regional School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Dress Code Policy

As attire greatly influences attitude toward school, students are expected to be neat, clean, and modest. Just as you appreciate the way school staff is appropriately dressed for school, the staff also appreciates when students are appropriately dressed. Dress and grooming that distract the attention of others, cause disruptions, or interfere with the learning process will not be permitted. We ask parents to fully support our dress code policy. Please take time to sit down with your child to review the policy and discuss the importance of following it. The principal or designee shall determine whether any particular mode of dress does not follow the code.

Standards of dress for students shall comply with the following:

1. Clothing shall not be provocative, distracting, immodest, obscene, or hazardous.
2. Bare midriffs, see-through garments, halter tops, spaghetti straps, low-cut blouses, tube tops, bathing suits, short skirts, short shorts, pajamas, pajama pants or slippers are not to be worn to school.
3. Male or female undergarments should not be visible.
4. Clothing or jewelry containing language or pictures that are obscene, offensive, profane, or promote alcohol or drugs is not to be worn in school.
5. During school hours, no student is allowed to be barefoot anywhere on school property except the locker room area, or where footwear is deemed unsafe.
6. Students are not to wear hats or hoods in the school building during school hours.
7. Students are not allowed to wear outerwear within the building during school hours. Coats, jackets, nylon jackets, and pullovers are not to be worn during the school day. Sweatshirts, sweaters, fleece tops, and blazers are permitted. **ALL HATS, JACKETS, AND COATS NEED TO REMAIN IN STUDENTS' LOCKERS.**
8. Exposed cleavage, groin areas, or buttocks are prohibited.

We all believe in and support the need of fostering a positive learning environment in our schools. A fair dress code that is respected and adhered to will help make this happen. Parents, students, and staff working together will create that environment.

Dress Code Violation

If a student is determined to be wearing clothing or attire that does not meet the dress code he/she will be asked to change his/her clothing/attire or contact home for a change of clothing to be brought to school. After repeated offenses of inappropriate attire, students may be assigned an after school detention.

Field Trip / After School Socials / Team Sports Participation

It is a privilege for students to participate in school field trips/after school social events and team sports. Students who participate must be in good standing in conduct and effort. Students who have been disciplined for inappropriate conduct during the school year or have excessive absences may be denied permission to attend school trips/social events/sporting events. Students may not participate in any after-school activity if they are absent from school on the day of the event.

Hallway Passes

Students who are tardy to class should present a pass to their homeroom teacher.

Inclusion

The intermediate school has adopted the inclusion model in all grades to address the needs of special education students.

Insurance

A student insurance form is available on our website. If you wish to purchase an insurance plan, please fill out the form and enclose a check or cash and return it to school with your child.

Library Policy:

Students will visit the library with classes for research, borrowing books and for computer use. Books are borrowed for a two-week period and magazines for one week. Books/magazines should be returned in the same condition. If books or magazines are lost or damaged, a bill will be issued and borrowing privileges will be restricted until the debt is paid or the book is replaced. No food or beverages are allowed in the library at any time.

Lockers and Gym Lockers

At the beginning of the school year, each student will be assigned an individual locker. The following rules and regulations pertain to the use of this locker:

1. The locker and the space inside belong to the school.
2. The administration has the authority to open and inspect every locker (inside and out) when it is deemed necessary.
3. The school and the administration cannot be held responsible for items missing from a student's locker. The student is responsible to check that the locker is secured at all times.
4. The locker and space inside are to be kept in excellent condition and are to be kept clean and tidy at all times.

Medical Services/School Nurse

The nurse is on duty during the regular school day to attend to the injuries and illnesses that occur in school or while traveling to and from school. The parent or family physician should take care of injuries that occur at home. Students who become ill or are injured are brought to the nurse's office immediately. If it is necessary for the student to leave school, the nurse will contact the parents. Responsibility for transporting ill students rests with the family. However, an ambulance will be called if the injury or illness is extremely serious. Students are not allowed to call home or leave the building due to illness without first reporting to the nurse. Telephone calls to the students' homes reporting illness are to be made by the school nurse or from the health room by the student with the permission of the school nurse.

Students with severe colds or contagious ailments should not be sent to school. After a three day (or more) absence due to illness, the student should report to the nurse with the excuse for being absent.

Any medication to be taken during school hours must be left with the nurse and taken only in the nurse's office. Medication must be in its original container and labeled with the student's name, doctor's name, name of drug, pharmacy and dosage and time to be taken. No medication may be given by the nurse without a doctor's prescription order on file in our office.

Ibuprofen/Acetaminophen/Tums: The Freetown Lakeville Regional School District physician has provided standing medical orders for the school nurses to administer ibuprofen, acetaminophen, or TUMS to students who may require it during the school day. Your written consent is required before your child can receive these medications at school, this form can be found on the FLRSD website. Should your child require more than 2 doses of medication per week, or need a higher dose than the school physician ordered, you will be required to obtain written authorization from your child's health care provider and provide it to the school nurse. ** This written consent automatically **expires** at the end of the school year.

Screening programs include vision, hearing, scoliosis, height and weight. Physical exams are required of all seventh grade students and of all new students. A parent has the option to have the family doctor perform the physical or have a school physical done. Parents will be notified when immunizations are due. Students not properly immunized cannot attend school.

No Soliciting Restriction

Students representing an organization outside of the school may not use the building for soliciting purposes. Students must not approach teachers or other students requesting them to purchase materials or articles they may have for sale. Only sales for school-sanctioned functions will be permitted.

Parent Conferences

A very important part of a school program is parent-school communication. Conferences may be arranged with any classroom teacher, team of teachers, and/or administrator. Parents may request a conference by calling the office at 508-923-3506 and entering the teacher's extension or through email. Teachers may also request conferences when they feel it is necessary.

Personal Property

The G.R. Austin Intermediate School is not responsible for the loss, theft or damage of any personal property brought to school without permission from the school administration. All items of value should be secured and locked in a school locker.

Physical Education

All students are required to attend and participate in physical education classes unless excused by a doctor, the principal, or the physical education teacher.

All students must be completely changed from school clothes to appropriate clothing for physical activity. Students who do not participate in physical education or attend the class dressed properly will lose class credit.

PLAGIARISM

The students of intermediate school are expected to display academic honesty in their assignments and work ethic as they strive to become respectful, responsible and resilient members of society. Any form of dishonesty, cheating, or plagiarism violates academic integrity.

What is Plagiarism?

Plagiarism is the unethical quotation of another's words or the unethical use of another's ideas or data in such a way that they conclude they are your own words, ideas, or data.

The four most common types of plagiarism are:

1. Submitting another person's work
2. Copying word for word material taken from a source
3. Improperly paraphrasing (rewording) material taken from a source
4. Borrowing facts or ideas from a source without giving proper credit

Some other common forms may include:

- o Handing in a paper another student has written for you
- o Downloading a paper from a free internet paper mill
- o Buying a paper from a research service
- o Copying information from a source, supplying proper documentation, but leaving out quotation marks
- o Paraphrasing materials from a source without appropriate documentation
- o Downloading from a free essay-writing service or poetry site
- o Copying another person's statements as if they were your own with no documentation
- o Using someone else's computer file, art work, or data as your own
- o Using someone else's information from an interview or email
- o Handing in a paper you already received credit for in one course without telling the current teacher

Consequences:

1. Staff members will consult with administration and review the work in question.
2. Administration will make the final determination of plagiarism.
3. The teacher will be instructed to notify the parent/guardian.
4. The student will receive a "zero" for the assignment/project. Repeated offenses will result in progressive consequences.

Progress Reports

The Progress Reports, which identify student progress throughout the year, will be available on the Edline Parent Portal (www.freelake.org, then sign in) midway through a term. Parents are encouraged to call or email teachers with any questions about their student's progress.

Promotion, Assignment, and Retention of Students

Promotion, assignment, and retention of students are based on recommendations from faculty and administration concerning each individual student. A basic standard, however, is used as a guide during the decision-making process. The failing of two or more subjects including math, language arts, science, and social studies could mean the retention of a student.

It is strongly recommended that any student with a poor record of achievement in math and/or language arts receive remediation during the summer months. The failure of either subject two years in succession is problematic to future success.

Report Cards

Grades and a transcript report will be available on the Edline Parent Portal each trimester to keep parents informed concerning the student's academic progress.

Substitute Teachers

Substitute teachers are guests in our school. Students are expected to cooperate with the substitute and follow all school rules.

Transferring Students

Students who transfer out of GRAIS during the year must return all materials (books, etc.) before withdrawing from school. The student must pay for missing or lost materials.

Truancy

Any student who is absent from school, unexcused, will be considered truant. This includes not attending school at all, being late for school without an acceptable excuse, and walking out-of-school without permission. In the case of truancy, the student must make up time lost from school. Continual truancy may possibly result in a parent conference, other disciplinary action, and possible court referral.

Vacations

We strongly discourage any students from missing school due to a family vacation while school is in session. No school work will be assigned for students to take with them while on vacation. Work missed due to a vacation will need to be made up upon the student's return to school.

In the event a student is staying with another adult during a parent/guardian absence, the school should be contacted with the emergency information and telephone numbers. If a change in bus is required, there must be a bus note written in advance with prior approval from the bus company.

Visitor Passes

Upon entering the school, all parents and visitors must stop at the main office, sign in, and receive a visitor pass.

III. GRAIS STUDENT INFRACTIONS

All students are expected to have proper student conduct in school, on school property, on the way to and from school, on field trips, at athletic contests, at PTO and school sponsored events, and on school provided transportation.

The administration has discretionary rights to deal with each student's offense on an individual basis. There are always a number of circumstances taken into consideration regarding infractions and consequences. The disciplinary consequence constitutes a guideline. When a type of consequence has proven ineffective, an alternative method will be utilized to address the infraction. "It is permissible for school officials to impose discipline for conduct not described in the rules." (Nicholas B. v. School Committee, 412 Mass.20 (1992).

The following is a list of types of consequences that can be used at the discretion of an administrator. If deemed appropriate, an administrator can use an alternative to what is listed in the infractions section of this handbook. Consequences are listed below in a progressive order; however, administration reserves the right to employ consequences at their discretion depending on the severity of the infraction.

- Warning
- Parent Contact/Meeting
- Teacher Detention
- Lunch Detention
- Office Detention
- After School Detention
- No Pass List/Restricted pass
- Loss of Cell Phone/Electronic Device Privileges
- Mediation
- Behavior Contracts
- Social Probation
- School/Community Service
- Loss of Privileges
- Restitution
- SRO Meetings
- Filing of a CRA (Child Requiring Assistance)
- In-School Suspension
- Out of School Suspension

The following is a list of the more common student offenses and possible actions that can be taken by a school official.

ARSON

Setting fire on or to school property.

Disciplinary Action: Suspension of up to ten days from school, mandatory parental conference, referral to the Lakeville Police and Fire Department and possible recommendation to the superintendent for referral to school committee for an expulsion hearing.

ASSAULT/BATTERY (ON STAFF)

Physically striking or verbally threatening a FLMS staff member.

Disciplinary Action:

First Offense: Suspension of 5-10 days, mandatory parental conference, notification to Lakeville Police Department, and possible recommendation to the superintendent for referral to school committee for an expulsion hearing

Second and subsequent offenses: 10-day suspension, mandatory parental conference, notification to Lakeville Police Department, referral to an alternative education setting, and possible recommendation to the superintendent for referral to school committee for an expulsion hearing

ASSAULT/BATTERY (ON STUDENT)

Physically striking or verbally threatening a student.

Disciplinary Action: Parent conference, detention, suspension, and/or recommendation for expulsion

BULLYING AND HARASSMENT

The G.R. Austin Intermediate School has a zero tolerance policy for bullying/harassment. Bullying is repeated exposure, over time, to negative actions from one or more students or staff members. Negative actions include physical, verbal, technological, or indirect actions that are intended to inflict injury or discomfort upon another, including but not limited to: hitting, intimidation, taunting, exclusion, name calling, teasing, sexual harassment, racial slurs, inappropriate touching, inappropriate gestures, cyber-bullying, hazing, or spreading rumors.

Disciplinary Action: Detention, parent notification/conference, suspension, possible recommendation to the superintendent for referral to the School Committee for an expulsion hearing

CHEATING

Cheating is sharing or getting information about school work before, during, or after taking a test, quiz, or assignment. Cheating is being deceitful in anyway in regards to school work, including the use of electronic devices.

Disciplinary Action: A grade of "0" may be assigned for work in question and the parent(s) will be notified. Detention or suspension will depend on the circumstance.

COMPUTER/ INTERNET MISUSE

Internet use is a privilege, not a right, which may be revoked at any time for abusive conduct. Any student who downloads and/or displays inappropriate material will be subject to disciplinary action.

Disciplinary Action: Office referral, detention or suspension, parental notification, and/or loss of computer privileges

CONSISTENT ABUSE OF SCHOOL RULES (CHRONIC SCHOOL OFFENDER)

Multiple Offenses

Disciplinary Action: Parent conference, detention, suspension of 1 to 3 days, parental conference upon return from suspension, exclusion from school functions and/or activities, possible recommendation to the superintendent for referral to school committee for an expulsion hearing

DISRESPECTFUL BEHAVIOR TOWARD STAFF INCLUDING BUS DRIVERS

Students are expected to treat all staff with courtesy and respect. This includes using proper language and following all directives, unless it affects one's personal safety.

Disciplinary Action(s): Detention, suspension, parent conference

DISRUPTION IN THE CLASSROOM AND BUSES

Actions that disrupt the learning process will not be tolerated. Students who continually talk, make noises, throw objects, deface classroom materials, are disrespectful, and/or disobedient will be subject to disciplinary action.

Disciplinary Action: Detention, parental conference, or suspension

DISRUPTION(S) SCHOOLWIDE AND ON BUS TRANSPORTATION

A student shall not engage in conduct, nor urge other students to engage in conduct, by the use of violence, force, coercion, threat, intimidation, fear, or passive resistance. In addition, a student shall not engage in any other conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school and the health and safety of the students and staff. The following illustrate some of the offenses:

- A physical act that prevents the continued functioning or safety of the school or bus. This includes, but is not limited to, acts in classrooms, hallways, stairways, and buses.
- Making a bomb threat or a substantial threat to the safety of the school building or school function.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct a class or a bus driver to drive safely (Mass. Gen. Law Chapter 272, Section 40).
- Blatant disregard for reasonable requests or directives.

Disciplinary Action: Detention, suspension, possible recommendation to the superintendent for referral to the school committee for expulsion hearing

DRUGS AND ALCOHOL

A student who knowingly possesses, uses, transports, holds for others, or is under the influence of drugs on school grounds, or when attending a school activity, school function or event is subject to disciplinary action.

Please be advised, if a suspension from school is the result of a violation of the school's Drug and Alcohol Policy, the offending student is subject to further consequences per the Massachusetts Interscholastic Athletic Association (MIAA).

Disciplinary Action:

First Offense: A minimum 5 day suspension, mandatory parent conference, recommended substance abuse counseling. Students who violate the Drug and Alcohol Policy will not be allowed to attend any school dances for the remainder of the year.

Subsequent Offenses: Suspension of 5-10 days from school, mandatory parent conference, recommended participation in a substance abuse rehabilitation program, and possible recommendation to the superintendent for referral to the school committee for an expulsion hearing.

ENDANGERING OTHERS BY UNAUTHORIZED USE OR POSSESSION OF MATCHES, FLAMABLES, ETC.

Disciplinary Action: Parent conference/notification, suspension, referral to the Lakeville Fire and/or Police Department, possible recommendation to the Superintendent for referral to the School Committee for an expulsion hearing

EXTORTION

Extortion is the act of obtaining money or other property from a person by use of force, coercion, or threats of bodily harm.

Disciplinary Action: Parent notification/conference, suspension from school

FAILURE TO REPORT TO DETENTION

Disciplinary Action: Additional detention time, parent notification and/or conference, suspension

FAILURE TO RETURN FORMS OR NOTES

During the course of the school year, all students will be required to return various forms and notes (absence, tardy, discipline notes, etc.). Failure to do so in a reasonable time may result in a disciplinary action.

Disciplinary Action(s): Parent notification, detention

FIGHTING

Students involved in or instigating fighting, wrestling, or punching are subject to discipline.

Disciplinary Action: Suspension 1 – 10 days depending on the seriousness of the offense

FORGERY

Forgery is the act of signing another name falsely in order to deceive.

Disciplinary Action(s): Detention or suspension depending on circumstances

GUM CHEWING

Disciplinary Action(s): Detention

HATE CRIMES

Violating the civil rights of others by making racial and/or religious slurs. In addition, wearing pins, clothing, and creating or displaying symbols commonly associated with racial and/or religious slurs will not be allowed. This includes inappropriate markings on school property (books, etc.), clothing, or exposed skin.

Disciplinary Action: Suspension, parent notification and/or conference, and possible referral to the superintendent and school committee for expulsion hearing

THEFT

The taking of personal or school property by any student without permission is prohibited.

Disciplinary Action: Detention or suspension depending on circumstances, possible referral to Lakeville Police Department

THROWING OBJECTS

Because of the danger of causing injury to another person, either purposely or accidentally, any student observed or reported for throwing any object is liable to disciplinary action.

Disciplinary Action: Detention or suspension depending on circumstances

UNAUTHORIZED LEAVING OF THE BUILDING OR CLASSROOM

Disciplinary Action: Detention, parental notification/conference, suspension depending on the circumstances, and/or police notification

VANDALISM, DEFACING DESK, WALLS, Etc.

The marking of walls, desks, books, graffiti, and the damaging or destruction of property is vandalism.

Disciplinary Action: Detention, parental notification/conference, or suspension depending on the circumstances. Permanent or serious damage may also result in notification to Lakeville Police, restitution, and possible referral to Superintendent and school committee for an expulsion hearing

VERBAL/WRITTEN USE OF PROFANITY / VULGARITY

Vulgar language or swearing will not be tolerated. This includes verbal expression, written expression, and obscene gestures.

Disciplinary Action(s): Detention or suspension depending on the circumstances

WEAPONS AND DANGEROUS INSTRUMENTS (REAL OR SIMULATED)

Any object which may be used to inflict serious bodily harm

A. POSSESSION

Disciplinary Action(s): Parental notification/conference, confiscation, suspension, notification to Lakeville Police, and possible referral to Superintendent and school committee for an expulsion hearing

B. USE/THREAT

Disciplinary Action(s): Parental notification/conference, confiscation, suspension, notification to Lakeville Police, and possible referral to Superintendent and school committee for an expulsion hearing

Examples of weapons (but not limited to): guns, ammunition, knives, razors, screwdrivers, nail files, long scissors, chains, pipes, baseball bats, shod foot, etc.

IV. GRAIS DISCIPLINARY ACTIONS

DETENTION

1. Detention for behavioral reasons may be assigned to a student by any **administrator** or **teacher**.
2. Students being assigned detention will receive a notice which the student will sign and bring home to his/her parent/guardian for a signature. This form is due the following day. Detentions are scheduled by the individual issuing the detention and may be held any afternoon during the week from 2:15 to approximately 3:15 p.m.
3. Students serve detentions on the assigned day or further disciplinary action may be taken.
4. The student issued a detention must make his/her own arrangements to stay after school and arrangements to be picked up. Parents are responsible for picking up their child. Permission for the student to ride home with another individual may be necessary.

TEACHER DETENTION

- Teacher detentions are assigned for disciplinary actions at the discretion of the teacher.
- Teachers may assign lunch or after school detention.
- Teacher detention may be assigned for failure to follow school rules, failure to complete work assignments, disrespectful attitude toward staff or another student, or actions that disrupt the learning process.
- Failure to report to teacher detention will result in two teacher detentions. Failure to show up again will result in three administrative detentions.
- Students who become uncooperative, disrespectful, or disruptive will be sent to the office and face further consequences for their actions.

ADMINISTRATIVE DETENTION

- The building principal, assistant principal, or designee assigns administrative detention.
- Administrative detention may be a lunch detention or an after school detention.
- Detention will be assigned to students who violate school rules and/or act in a disrespectful or irresponsible manner.
- Students with lunch detention should get their lunch and then proceed immediately to the main office.
- Students given after school detention should report to the office immediately following dismissal.
- The rules for detention are for the student to:

- A. Sit in his/her seat
- B. Not talk, make noise, put his/her head down, sleep, or cause disruptions

SUSPENSIONS

IN-SCHOOL SUSPENSION

At the administration’s discretion a student may be assigned in–school suspension as an alternative to out–of–school suspension. The in–school suspension will be served in school in an alternative setting from the classroom(s). The student will be monitored by a staff member at all times. All of the student’s work will be provided for him/her that day. The student will not be allowed to attend specials, or participate in special events, assemblies, or other extra-curricular activities that day. Lunch will be eaten in the alternate setting. The rules for in–school suspension will be strongly enforced. Any student who does not follow the rules will be sent home with an out-of–school suspension and upon returning to school will then serve his/her in–school suspension.

1. The students need to arrive at school on time on a day he/she has in–school suspension.
2. There is no interaction with any students, especially any student who may also be assigned in–school suspension that day.
3. The student is expected to be focused on their school work and not put their head down, try to sleep, or be off-task. If it is determined that the student has not completed an adequate amount of work during the day, they may be assigned an additional day of in–school suspension.
4. The student is expected to respect and follow all directions by staff members during their in–school suspension.

Note: Suspensions imposed on the final days of the school year may carry over to the new school year depending on circumstances

OUT OF SCHOOL SUSPENSION

Suspensions are a very serious form of discipline. Suspensions may be issued for one or more days as appropriate and at the discretion of the administration. Students under suspension are responsible for making up all schoolwork and examinations missed during their suspension. They may not be allowed to return to school until contact between the parent(s) and the school administration is made.

The following *guidelines* for issuing suspensions *may* be used in each offense category:

First Suspension	1 day
Second Suspension	3 days
Third Suspension	5 days

Examples of OFFENSES may include but are not limited to: fighting, stealing, vandalism, teacher directed disrespectfulness, gambling, smoking, tobacco products, forgery, having dangerous items, serious disruption, threatening a person or their property, insubordination, use or possession of drug and/or tobacco paraphernalia as per the school committee policy, throwing objects, disregard for school rules; and any other offense deemed serious by the administration.

Any student who has been suspended from school will not be allowed to attend or participate in any school sponsored or school related activity or program, during the duration of the suspension.

The student has two school days, for every day suspended, to make up all work missed while on suspension and submit the work to the appropriate teacher or receive a zero for the work not completed.

DISCIPLINING STUDENTS WITH SPECIAL EDUCATION NEEDS

Under the IDEA reauthorization additional provisions must be implemented for students found to be eligible for special education services and who have an Individual Educational Plan (IEP).

Any time the school contemplates the removal of a student from his or her current educational placement for more than 10 consecutive school days in a school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a “change of placement.” A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

Prior to any removal that constitutes a change in placement; the school district must convene a team to consider whether or not the behavior that forms the basis of removal is related to the student’s disability. This consideration is called “manifestation determination”.

If the team determines that the behavior is related to the student’s disability, then the team shall develop a plan for conducting a functional behavior assessment that will be used as a basis for developing specific strategies to address the student’s behavior. If a behavior plan has been previously developed, the team will review it to make sure it is being implemented appropriately, and will modify if necessary. The student shall be returned to his/her current educational placement (except in the case of weapon or drug possession or use, or serious bodily injury to another) unless the parent and school district agree upon a different placement.

If the team determines the behavior is not related to the student’s disability, then the school may suspend or discipline a student according to the school’s discipline policy. For any period of removal exceeding ten (10) days the school district must provide the

student with educational services that allow him/her to make educational progress. The school district must determine the educational services necessary and the manner and location for providing those services. The school district, as appropriate, may conduct a functional behavioral assessment and implement behavioral services and modifications to minimize the likelihood that such behavior will recur.

Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) for up to 45 school days.

- a. on its own authority if the behavior involves weapon, or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or considered case by case, unique circumstances: or
- b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

In either case the interim alternative education setting enables the student to continue in the general education curriculum and to continue to receive services identified on the IEP and provides services to address the behavior problem.

The special education disciplinary rules also apply to some students who have not yet been found eligible for special education. If, prior to the conduct in question, the parent has put his or her concern that the student(s) has a possible disability in writing to supervisory or administrative personnel or the student's teacher; if the teacher or other supervisory personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, or if the student has been referred for an evaluation that has not yet been completed these specific rules apply. The special education disciplinary rules do not apply if the parent has refused to consent to the evaluation or has refused special education services, if the student has previously been found to be not eligible for special education, or if the parent has revoked consent to special education in related services.

* The manifestation determination also applies to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

V. FREETOWN-LAKEVILLE PUBLIC SCHOOLS DRUG AND ALCOHOL POLICY

The possession, selling, distribution, or use of alcohol, drugs, cigarettes, tobacco, and/or paraphernalia are prohibited. (Please see below for System Wide Drug and Alcohol Policy)

The primary purpose of the Freetown-Lakeville Public Schools is to provide those services and facilities which create an environment that encourages each student to identify and achieve his or her full potential. Drug and alcohol use and abuse among students interferes with the students', and the schools', achievement of this purpose. The Freetown-Lakeville Public Schools are committed to designing programs that educate the students regarding the harmful effects of drug and alcohol abuse. To these ends, the following Drug and Alcohol Policy will be enforced by all school personnel.

DEFINITION OF TERMS:

Drug: A substance which by its chemical nature alters the function of the living organism. A drug is any chemical substance, including alcohol that alters mood, perception, or consciousness and is misused to the apparent injury of self or society. A drug is a controlled substance as designated by Chapter 94C of the Massachusetts General Law.

Assessment Team: The Assessment Team is a group of key school personnel, functioning as an evaluative support service to the student and the family at risk.

Administrator: Principal

PROCEDURES:

I. Suspected Users of Drugs

- A. Whenever a school personnel member has reason to suspect that any student is under the influence of or in possession of, selling or distributing a drug in school, on school grounds or during any school sponsored activity, s/he will orally and in writing (a referral form) notify a building administrator.
- B. The school administrator will then question the student for the purpose of determining:
 1. The kind and amount of drug consumed and/or involved
 2. When, where, and from whom such drug was obtained last and/or the quantity consumed, sold or distributed
 3. Whether the student still has in his/her possession or subject to his/her immediate control more of such drug. If a search is necessary to determine possession, the following will occur:
 - a. a witness will be present at all times
 - b. a search of the student's person, the area under his/her immediate control, and his/her locker
 - c. seize and retain possession of any drug still in the possession, or subject to the immediate control of the student, or found in the locker
- C. In the event that a teacher observes a student with a substance that might be intended for drug use, or is passing or selling such a substance to another student, the teacher will require the student to accompany him/her to an administrator with the substance either in the teacher's or student's possession. The teacher will not accuse the student of having drugs in his/her possession since the substance has not been legally identified.
- D. The administrator will:
 1. require the student to turn over the substance
 2. upon receiving the substance:

- a. initial and date the container in which the evidence is placed for safekeeping
 - b. immediately contact the police and release the evidence
 - c. contact the parents
 3. in the event the student refuses to surrender the substance:
 - a. contact the parents
 - b. contact the police
 - c. conduct a search with the police present, if necessary
 4. in each case, retain his/her responsibility to safeguard the interest of the student and his/her parents by keeping them informed at all stages of the procedure
- E. In the event the student appears to be under the influence, the administrator will:
1. inform the student that s/he is suspected of possessing, using, selling or distributing a drug
 2. determine if the student is in need of immediate attention and if so, refer him/her to the school nurse, call an ambulance, and or call the police
- F. When the use of alcohol is involved, the police may be requested to take protective custody of a student (as permitted by the Massachusetts General Law, 111B):
1. if parents cannot be reached
 2. if parents are unwilling or unable to pick up the student

II. Students Violating the Drug and Alcohol Policy

- A. When the facts have been reasonably established that the student has violated the Drug and Alcohol Policy (in school, on school grounds or during any school sponsored activity), the administrator shall suspend the student for a period up to ten (10) days and/or recommend expulsion to the regional school committee.

In addition:

1. Law enforcement will be involved.
 2. The Assessment Team will be notified and will meet at the earliest possible time to discuss appropriate support systems for the student and family.
 3. Parents will be asked to meet with the school Assessment Team to consider the best means of helping the student.
 4. Following any instance of suspension and prior to a student's readmission to school, it is important that the administrator be assured by both the student and his/her parents that positive steps have been taken to find appropriate solutions to the drug related problems.
 5. In the event the parents do not cooperate with the school authorities in the adoption and execution of a specific plan for helping the student, a "Child Requiring Assistance" petition may be filed in the Juvenile Court. This petition will allege that the student lacks the proper attention of his/her parents or that the student's behavior violated the lawful and reasonable regulations of his/her school. The "Child Requiring Assistance" is to be filed by the truant office, police officer, a parent/guardian.
- B. Any student found to have distributed or sold drugs will be treated in the same manner as a student who has violated the drug policy for the second time.
- C. When the facts have been reasonably established that the student has violated the Drug and Alcohol Policy for the second time, the administrator shall suspend the student for ten (10) days. The principal, depending on the severity of the incident, may recommend expulsion to the regional school committee.

In addition:

1. Law enforcement will be involved.
 2. Parents will meet with the assessment team to review the case.
 3. The assessment team will give the student the option:
 - a. entering and completing an approved treatment program
 - b. if the student chooses not to enter a program, s/he will be referred to the School Committee for the purpose of exclusion from the Freetown-Lakeville Schools
- D. During any period of suspension or expulsion, the student is prohibited from coming onto any school property, except for the purpose of keeping appointments. The student and his/her parents will be given a hand delivered written notice that the coming onto school property is a violation of this policy and will be considered a criminal trespass in accordance with Section 10 of Chapter 266 Massachusetts General Laws. A copy of the hand-delivered written notice will be sent to the police.

III. Violations of Drug and Alcohol Policy

The administrator, immediately after finding a student to have violated the Drug and Alcohol Policy, will furnish the police department with a complete report, including the controlled substances and other physical evidence obtained. To the extent permitted by law, the police department will inform the school department of the disposition of the case. A copy of this report will at the same time be submitted to the Superintendent of Schools.

IV. Search of Students and School Property

- A. All parents and students must understand the following:
1. Every administrator may conduct a search of a student and his or her belongings on school premises if s/he has reasonable grounds to believe that the student has in his/her possession any item, the possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts or violates the written policies of the Freetown-Lakeville School District.
 2. Every administrator may conduct a search of the physical plant of the school and appurtenance thereof, including student lockers since lockers are school property. Any and all means, within the law, will be used to obtain evidence.

V. Students Seeking Voluntary Drug Assistance

- A. The school will provide, without penalty, assistance to any student voluntarily seeking drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance uses and has not been apprehended for any such violation by school authorities, or staff, the school will take the following actions:
1. The Assessment Team will immediately consider the best possible resources for helping the student.
 2. Parents are an important factor in helping the individual student and may be involved if it is considered appropriate.

VI. MASS GENERAL LAW APPENDIX

CHAPTER 269: CRIMES AGAINST PUBLIC PEACE CH. 269, S.10. PROHIBITION AGAINST FIREARMS IN SCHOOLS

(j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Amended by St. 1987, c.150, s.2.

CH. 269, S. 17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536: amended by St.1987, c.665.

PHYSICAL EDUCATION

1. Physical Education is a mandatory subject of instruction in Massachusetts public schools and is required to be taught to all students in all grades.
2. A physician's certificate (note on a physician's stationery signed by the physician) must be presented for a lengthy absence from physical education; for a period longer than five consecutive class periods. The student must present the medical excuse directly to the physical education instructor, who must immediately honor the certificate and who will, before the end of the next school day, submit the medical excuse to the school nurse for filing.
3. The school nurse may excuse a student in the event a student becomes ill during the school day.
4. Students without a parent note or doctor's excuse, and who are not dressed for physical education, will receive a zero (0) for each class missed, which will be averaged into the overall grade.
5. In the interest of cleanliness, freedom of movement, and the promotion of good health standards, students will be expected to change into appropriate athletic clothing including proper sneakers. Locker room facilities equipped with lockers are available for this purpose. Consequences will result in failure to be properly prepared for class.
6. All students will participate in three terms of physical education and one term of health education.
7. No aerosols (sprays) allowed.

HEALTH EDUCATION

Health education is presently scheduled along with physical education classes. Students receive health education for one term. Massachusetts General Law Chapter 71, Section 1 states that "no pupil shall be required to take or participate in instruction on disease, its symptoms, development and treatment, whose parent or guardian shall object there to in writing on the grounds such instruction conflicts with his/her sincerely held religious beliefs, and no pupil so exempt shall be penalized by reason of such exemption." A waiver for a particular Health unit could be granted providing the parent or guardian follows the procedure as stated in the law notifying both the pupils Health Education instructor and Building Principal.

FREETOWN-LAKEVILLE REGIONAL SCHOOL COMMITTEE POLICY: PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Freetown-Lakeville Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administration(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

- a. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- b. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

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

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

Policy adopted: 6/25/97

Student Support Services

It is the policy of the Freetown Lakeville Regional School District to provide a full array of services for students, wherever possible, through the utilization of both internal and external support resources, in order to promote social and emotional growth and wellbeing. In those cases where individual students are at-risk or in crisis, we will endeavor to provide needed supports to address the student's problem and to normalize, insofar as possible, the student's learning situation. In those cases where a death occurs within the school community, we will address those problems and issues raised by that death among the students, staff and parents. The procedures that will be followed when these circumstances arise have been listed in the "Crisis Handbook" which has been adopted by the above school department.

Discrimination Policy

Freetown-Lakeville Regional Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, the protective class of gender identity, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, homelessness, or exclude students on the basis of marriage, pregnancy, or pregnancy-related conditions in accordance with M.G.L. c.76, §5; M.G.L. c.71, §84; and/or M.G.L. c.151B.

To file a complaint alleging discrimination or harassment by the school on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact the Title IX/Chapter 622 Coordinator for the Freetown-Lakeville Regional Schools, Director of Curriculum & Instruction, 508-923-2000. Inquiries concerning the applicability of the aforementioned federal laws and regulations to the school also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

A grievant may file a complaint with OCR, generally,

1. Within 180 calendar days of alleged discrimination or harassment, or
2. Within 60 calendar days of receiving notice of the school's final disposition on a complaint filed through school, or
3. Within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. Instead of filing a complaint with school. Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-502 (telephone 781-338-3300) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-727-3990.)

Harassment (student to student)

Harassment of students by other students will not be tolerated in the Freetown-Lakeville Regional School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, homelessness, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

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

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

Americans with Disabilities Act of 1990

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR 35.107 (a))

Coordinator: Director of Finance, Ashley Lopes, 508-923-2000 (central office)

EQUAL EDUCATIONAL OPPORTUNITIES LAWS

Equal Educational Opportunities Act of 1974

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203 (f))

Coordinator: Director of Curriculum & Instruction, 508-923-2000 (central office)

Mass. General Laws CH.76, S5 (also known as Chapter 622)

This state law provides that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, or sexual orientation."

Coordinator: Director of Curriculum & Instruction, 508-923-2000 (central office)

Title I of the Elementary and Secondary Education Act of 1965

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

Coordinator: Director of Curriculum & Instruction, 508-923-2000 (central office)

Chapter 688 (transition planning)

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.

Coordinator: Director of Student Services, Ms. Elizabeth Kurlan, 508-923-2000 (central office)

Title VI of the Civil Rights Act of 1964

State prohibits discrimination on the grounds of race, color, national origin, sex, gender identity, disability, religion, homelessness, or sexual orientation by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Coordinator: Director of Curriculum & Instruction, 508-923-2000 (central office)

TITLE IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts's employers to have a policy against sexual harassment (M.G.L. Ch.151B, S3A).

Coordinator: Director of Curriculum & Instruction, 508-923-2000 (central office)

SECTION 504 of the Rehabilitation Act of 1973

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature of severity of the person's handicap (34CF104.33)

The following School personnel have been designated as the 504 Coordinator and building contacts for each school:

- **504 Coordinator, Freetown-Lakeville Public Schools:**
Elizabeth Kurlan
Director of Student Services, 508-923-2000
98 Howland Rd, Lakeville, MA 02347
- **Assawompset Elementary School:**
Jamie Levesque, Adjustment Counselor, 508-947-1403
232 Main Street, Lakeville, MA 02347
- **Freetown Elementary School:**
Danielle Neves, Adjustment Counselor, 508-763-5121
43 Bullock Road, East Freetown, MA 02717
- **George R. Austin Intermediate School**
Maranda Pennini, Adjustment Counselor, 508-923-3506
112 Howland Road, Lakeville, MA 02347
- **Freetown-Lakeville Middle School:**
Ralph Hunnewell, Tristan Jolly, Susan Toolin, 508-923-3518
96 Howland Road, Lakeville, MA 02347
- **Apponequet Regional High School:**
Guidance Counselors, 508-947-2660
100 Howland Road, Lakeville, MA 02347

McKinney-Vento Homeless Education

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts 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.

Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.

Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.

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; and if a homeless student arrives without records, the school district's designated Homeless Education Liaison must assist the family and contact the previously attended school system to obtain the required records.

For more information, please click a link to the left or contact the office directly at 508-923-2000. McKinney-Vento District Contact: Director of Student Services, Elizabeth Kurlan, Freetown-Lakeville regional Schools, 98 Howland Road, Lakeville, MA 02347, phone 508-923-2000, fax 508-923-0934

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents

and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by sending a written notice to the Superintendent of Schools.

1. The right to access the student's education records. Parents or eligible students should submit a request for access to the school principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the school principal.
- b. The right to request amendment of the student's education records. Parents or eligible students should direct requests to the principal, clearly identifying the part of the record they wish to have amended and why.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Freetown-Lakeville Regional School District and who need access to a record in order to fulfill their duties. The Freetown-Lakeville Regional School District also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request form such school officials.

You have the right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents 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") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; 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.

Freetown-Lakeville has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Freetown-Lakeville will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Freetown-Lakeville will also directly notify parents and eligible students, (such as) through either U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

PPRA Notice and Consent/Opt-Out for Specific Activities

The protection of Pupil Rights Amendment (PPRA), 20 U. S. C. § 1232h, requires that the Freetown-Lakeville Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of 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 parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

You will be sent notification prior to any of these activities.

Notification of a Parents’ Right to Know Teacher Qualifications

The No Child Left Behind Act (NCLB) allows Parents or Guardians to request information about the professional qualifications of their child’s classroom teachers. The parent/guardian will be provided with the following information on request:

- Whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;
- The teacher’s degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
- Whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Parents/Guardians can request this information from the school principal.

Grievance Procedure

Any grievances from parents, students or employees based on instances of possible non-compliance with title VI, Chapter 622 Title IX or section 504 should be reported to the Director of Business, Freetown and Lakeville Public Schools on grievance forms which are available in the Director of Business office, Superintendent’s Office, or Principal’s Office.

If a student, parent or an employee in the Freetown and Lakeville Public Schools feels a violation of any of these laws exists, he or she should take the following action:

1. Contact the Principal of the school, or the immediate supervisor, in writing, to inform him or her of the existence of a possible violation with the details of the case. Request that the discriminatory situation be corrected as soon as possible.
2. If the matter is not resolved at the conference or in the written communication within five (5) working days, the aggrieved individual should present his or her complaint in writing, to the Director of Business.
3. The Director of Business within five working days after receipt of the written complaint will meet the individual filing the complaint, in an effort to resolve the matter.
4. If the complaint is still unresolved within five (5) working after said meeting with the Director of Business, the aggrieved individual should present the complaint, in writing, to the Superintendent of Schools and so notify the Director of Business.
5. The Superintendent of Schools and the Director of Business shall meet with the aggrieved individual in an effort to resolve the complaint. If the complaint is still unresolved after five (5) working days, the individual should now present the complaint, in writing, to the School Committee and so notify the Director of Business.
6. Upon receiving the complaint, the matter shall be placed upon the agenda of the School Committee for consideration at the next regular School Committee meeting. The school committee shall meet with the individual filing the complaint in an effort to resolve the matter. All meetings under this procedure with the School Committee shall be held in accordance with the open meeting law in the Commonwealth of Massachusetts, if appropriate, and shall include only parties in the interest and their designated or selected representative.
7. If the complaint cannot be resolved by and between the School Committee and the person filing the complaint the matter may be submitted to :
U.S. Department of Education, Office of Civil Rights Region 1, Room 222, John W. McCormack Post Office and Court House Building, Post Office Square
Boston MA 02109
Or the Massachusetts State Department of Education, 350 Main Street, Malden, MA 02148
8. Under Chapter 622, it is possible to file a grievance with respective School Committee.

NOTE: Parents, students and employees may file a complaint at any time with the Office of Civil Rights or State Department of Education.

Prevention of Physical Restraint and Requirements If Used

46.01: Authority, Scope, Purpose and Construction

(1) Authority. 603 CMR 46.00 is promulgated by the Board of Elementary and Secondary Education pursuant to M.G.L. c. 69, § 1B, and c. 71, § 37G.

(2) Scope. 603 CMR 46.00 governs the use of physical restraint on students in publicly funded elementary and secondary education programs, including all Massachusetts public school districts, charter schools, virtual schools, collaborative education programs, and the school day of special education schools approved under 603 CMR 28.09, as provided in 603 CMR 18.05(5)(h). Educational programs in facilities operated by the Department of Youth Services, the Department of Mental Health, the Department of Public Health, or County Houses of Correction shall be governed by the restraint, seclusion, and time-out requirements of such agencies.

(3) Purpose. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the use of physical restraint that is inconsistent with 603 CMR 46.00. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

(a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and

(b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

(4) Construction. Nothing in 603 CMR 46.00 shall be construed to limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

46.02: Definitions

As used in 603 CMR 46.00, the following terms shall have the following meanings:

Commissioner shall mean the commissioner of the Department of Elementary and Secondary Education appointed in accordance with G.L. c.15, §1F, or his or her designee.

Consent shall mean agreement by a parent who has been fully informed of all information relevant to the activity for which agreement is sought, in his or her native language or other mode of communication, that the parent understands and agrees in writing to carrying out of the activity, and understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom. In seeking parental consent, a public education program shall not condition admission or continued enrollment upon agreement to the proposed use of any restraint.

Department shall mean the Department of Elementary and Secondary Education.

Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Parent shall mean a student's father, mother, or legal guardian or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Principal shall mean the instructional leader or headmaster of a public education school program or his or her designee. The board of directors of a charter school or virtual school, or special education school or program approved under 603 CMR 28.09, shall designate in the restraint prevention and behavior support policy who will serve as principal for purposes of 603 CMR 46.00.

Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Public education programs shall mean public schools, including charter schools, virtual schools, collaborative education programs, and the school day of special education schools approved under 603 CMR 28.09, as provided in 603 CMR 18.05(5)(h), and school events and activities sponsored by such programs. The term "programs" may be used in 603 CMR 46.00 to refer to "public education programs." For purposes of 603 CMR 46.00, public education programs shall not include the educational services provided within Department of Youth Services, Department of Mental Health, Department of Public Health, and County Houses of Correction operated or contracted facilities.

School Working Day shall mean a day or partial day that students are in attendance at the public education program for instructional purposes.

Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

Time-out shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

46.03: Use of Restraint

(1) Prohibition.

(a) Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.

(b) Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;

2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;

3. There are no medical contraindications as documented by a licensed physician;

4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;

5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,

6. The program has documented 603 CMR 46.03(1)(b) 1 – 5 in advance of the use of prone restraint and maintains the documentation.

(c) Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

(d) All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

(2) Physical restraint shall not be used:

(a) As a means of discipline or punishment;

(b) When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

(c) As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or

(d) As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

(3) Limitations on use of restraint. 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.

(4) Referral to law enforcement or other state agencies. Nothing in these 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 G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

46.04: Policy and Procedures; Training

(1) Procedures. Public education programs shall develop and implement written restraint prevention and behavior support policy and procedures consistent with 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Such policy and procedures shall be annually reviewed and provided to program staff and made available to parents of enrolled students. Such policy and procedures shall include, but not be limited to:

(a) Methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student;

(b) Methods for engaging parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure;

(c) A description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations;

(d) A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;

(e) A description of the program's training requirements, reporting requirements, and follow-up procedures;

(f) A procedure for receiving and investigating complaints regarding restraint practices;

(g) A procedure for conducting periodic review of data and documentation on the use of physical restraints as described in 603 CMR 46.06(5) and (6);

(h) A procedure for implementing the reporting requirements as described in 603 CMR 46.06;

(i) A procedure for making reasonable efforts to orally notify a parent of the use of restraint on a student within 24 hours of the restraint, and for sending written notification to the parent within three school working days following the use of restraint to an email address provided by the parent for the purpose of communicating about the student, or by regular mail to the parent postmarked within three school working days of the restraint; and,

(j) If the program uses time-out as a behavioral support strategy, a procedure for the use of time-out that includes a process for obtaining principal approval of time-out for more than 30 minutes based on the individual student's continuing agitation.

(2) Required training for all staff. Each principal or director shall determine a time and method to provide all program staff with training regarding the program's restraint prevention and behavior support policy and requirements when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Training shall include information on the following:

(a) The role of the student, family, and staff in preventing restraint;

- (b) The program's restraint prevention and behavior support policy and procedures, including use of time-out as a behavior support strategy distinct from seclusion;
 - (c) Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances;
 - (d) When behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration;
 - (e) Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and
 - (f) Identification of program staff who have received in-depth training pursuant to 603 CMR 46.03(3) in the use of physical restraint.
- (3) In-depth staff training in the use of physical restraint. At the beginning of each school year, the principal of each public education program or his or her designee shall identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint. The Department recommends that such training be competency-based and be at least sixteen (16) hours in length with at least one refresher training occurring annually thereafter.
- (4) Content of in-depth training. In-depth training in the proper administration of physical restraint shall include, but not be limited to:
- (a) Appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint;
 - (b) A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
 - (c) The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - (d) Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
 - (e) Demonstration by participants of proficiency in administering physical restraint; and,
 - (f) Instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological, and social-emotional effects.

46.05: Proper Administration of Physical Restraint

- (1) Trained personnel. Only public education program personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- (2) Use of force. A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.
- (3) Safest method. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.043(3) and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.
- (4) Duration of restraint. All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.
- (5) Safety requirements. Additional requirements for the use of physical restraint:
- (a) No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
 - (b) Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - (c) If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.
 - (d) Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
 - (e) After the release of a student from a restraint, the public education program shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the restraint, reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

46.06: Reporting Requirements

- (1) Circumstances under which a physical restraint must be reported. Program staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2).
- (2) Informing the principal. The program staff member who administered the restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent or board of trustees for review. The principal or director or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

(3) Informing parents. The principal or director of the program or his/her designee shall make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the school or program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

(4) Contents of report. The written report required by 603 CMR 46.06(2) and (3) shall include:

(a) The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).

(b) A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.

(c) A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.

(d) Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.

(e) Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

(5) Individual student review. The principal shall conduct a weekly review of restraint data to identify students who have been restrained multiple times during the week. If such students are identified, the principal shall convene one or more review teams as the principal deems appropriate to assess each student's progress and needs. The assessment shall include at least the following:

(a) review and discussion of the written reports submitted in accordance with 603 CMR 46.06 and any comments provided by the student and parent about such reports and the use of the restraints;

(b) analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;

(c) consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future;

(d) agreement on a written plan of action by the program.

If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent or board of trustees shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

(6) Administrative review. The principal shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The principal shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

(7) Report all restraint-related injuries to the Department. When a physical restraint has resulted in an injury to a student or program staff member, the program shall send a copy of the written report required by 603 CMR 46.06(4) to the Department postmarked no later than three school working days of the administration of the restraint. The program shall also send the Department a copy of the record of physical restraints maintained by the principal pursuant to 603 CMR 46.06(2) for the 30-day period prior to the date of the reported restraint. The Department shall determine if additional action by the program is warranted and, if so, shall notify the program of any required actions within 30 calendar days of receipt of the required written report(s).

(8) Report all physical restraints to the Department. Every program shall collect and annually report data to the Department regarding the use of physical restraints. Such data shall be reported in a manner and form directed by the Department.

FREETOWN AND LAKEVILLE SCHOOLS POLICY DEALING WITH SEXUAL HARASSMENT

Massachusetts General Laws, Chapter 151C, Section 1 (e): Sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or ejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against an employee's (co-workers)/student's body
5. Demanding sexual favors accompanied by implied or overt threats of educational status

6. Any sexually motivated unwelcome touching

Sexual Harassment Investigator

Each school shall designate a Sexual Harassment Investigator to whom all reports of harassment shall be first reported. The Sexual Harassment Investigator will use the reasonable man/woman standard. That is, would a reasonable man or a reasonable woman perceive the conduct of the respondent as sexual harassment.

Reporting

If a person has been sexually harassed by another person, the harassed person shall bring the matter to the attention of the Sexual Harassment Investigator.

The Sexual Harassment investigator shall:

1. Notify the student and his/her parent(s)/guardian(s) or staff member that a claim of sexual harassment has been referred to the Sexual Harassment Investigator for an investigation
2. notify the proper authorities, if the situation warrants such obligation
3. Notify the respondent of the charge against him/her
4. Interview the complainant with parent(s)/guardian(s) and/or legal representation present (as appropriate)
5. Interview the respondent with union representation or legal representation present, if requested
6. Interview the employee who notified the investigator of the claim of sexual harassment
7. Interview any witnesses to the sexual harassment
8. Submit a written determination to the Principal.

The Sexual Harassment Investigator shall document the statements of the complainant, the respondent, and the witnesses, as to

- (a) the date(s) of the alleged incident(s)
- (b) the dates of the meetings with the interested parties; and
- (c) the persons present at the meetings.

Complainants, respondents, and witnesses shall have the opportunity to review their statements and confirm that the Sexual Harassment Investigator has reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of a minor student, the student's parent(s)/guardian(s) shall co-sign the statement.

The Principal shall

1. Notify the complainant and the respondent that determination has been made; and,
2. Determine whether action needs to be taken. Action shall consist of, but not limited to
 - a. Warning
 - b. Suspension

If action is taken, the Principal shall follow normal due process procedures and shall notify the Superintendent of Schools in the same manner as s/he would in other serious matters.

Appeal Process

Once the investigation is completed, the Principal will approve the written report and recommend disciplinary action. This information will be shared with both the complainant and the person or persons accused of harassment, condemnation of sexual harassment or retaliation. The recommended disciplinary action will be implemented immediately. The individual shall notify the Superintendent in writing of a request for an appeal no later than five calendar days following the recommendation for disciplinary action. The Superintendent shall hold the hearing with the individual or a student and student's parent or guardian within three calendar days of the request for an appeal. At the hearing the individual shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing, and may sustain, alter, or revoke the recommended disciplinary action. Such a final decision shall rest with the Superintendent.

EXPULSION

Chapter 71, Section 37 H of the Massachusetts General Laws states:

- A. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- B. Any student, who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- E. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

REPORTING DANGEROUS WEAPONS

In accordance with Chapter 71, Section 37L of the Massachusetts General Laws, "...any school department personnel shall report in writing to their immediate supervisor (principal) 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 social services, 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 social services, together with a representative from the office of student service 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.

HOAX BOMB

H.3423 'An Act relative to the transport, use or placement of a hoax device'. The law makes it a crime in and of itself to use, transport or plant a hoax bomb and is punishable by up to 5 years in prison and/or a \$5000 fine.

POLICY FOR OBTAINING BACKGROUND CHECKS

Policy for Obtaining Background Checks for all Current Employees, Prospective Employees, Volunteers, Laborers, Contractors, Subcontractors, Transportation Providers and all Others who May Have Unmonitored Contact with Children in Order to Further Protect the School Children of the Freetown-Lakeville Regional Schools.

It shall be the policy of the Freetown-Lakeville Regional School District to obtain all available Federal and State background information through SAFIS (Statewide Applicant Fingerprint Identification Services) and CORI (Criminal Offender Record Information), as allowed by law, of all employees and prospective employees of the school department including any individual who regularly provides school related transportation (including taxi cab drivers) to children. Any fees associated with such background checks shall be the responsibility of the individual.

In accordance with 603 CMR 51.00 regulations an employee shall be defined as "an individual working, applying to work, in a Massachusetts public or private school. Employees shall include any substitute employee, apprentice, intern, or student teacher, or individuals in similar positions". A subcontractor is defined as "an individual not employed by the school employer but commissioned by the school committee or school, or employed by the city or town to perform work on school grounds with students. Such individuals may be the employees of a contractor or vendor hired by a school, or may be independent contractors or service providers hired by a school or may be performing services on school grounds under a contract or lease with the school, school district, city or town". A volunteer is defined as "an individual who performs a service for a school employer on an unpaid basis, who is not an apprentice, intern, or student teacher".

The School Committee may require that chaperones, volunteers, subcontractors, fellow school committee members, student teachers, and practicum students be required to submit to a federal background check through SAFIS in addition to the already required CORI if they have direct and unmonitored contact with children. Any fees associated with such background checks shall be the responsibility of the individual.

The Superintendent, Human Resources, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information and or Statewide Applicant Fingerprint Identification Services for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to Massachusetts Regulation 603 CMR 51.00 "Direct and unmonitored contact with children shall mean contact with students when no other employee, for whom the employer has made a suitability determination pursuant to 603 CMR 51.00 of the school or district present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to whether the individual will be working in proximity with

students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

If an individual is required to submit to a SAFIS or CORI criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints for SAFIS or personal information for CORI. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Anti-Bullying Policy

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to addressing bullying incidents. (M.G.L. c. 71, § 37O, M.G.L. c. 272 § 28 and § 29, and Chapter 74 Acts of 2010)

The Freetown Lakeville Public Schools support the idea that the best way to reduce bullying/harassment incidents from taking place is by creating a school culture that promotes diversity, caring, compassion, and a sense of responsibility among students and adults. Our district will follow the state’s explicit requirements in prohibiting bullying and retaliation: on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, whether it takes place 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, through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet), at any program or location that is not school-related, or through the use of personal technology or electronic device(s), if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

The law requires that the following definitions be made clear, consistent and in language that is age appropriate. The definitions are listed as follows:

Advocate is a friend, parent or caring adult.

Aggressor or Perpetrator is a student or school staff member (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, cyberbullying, or retaliation.

Anonymous reporter is a person who submits a report of bullying or suspected bullying that chooses not to write their name on the report. In these instances the claim may or may not lead to consequences.

Bullying is the repeated use by one or more students or a staff member of a 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 to the target’s property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her 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. Bullying includes cyber bullying.

Bystander is a person who witnesses bullying. A bystander is responsible to report bullying activity and to cooperate in investigations.

Cyber bullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. Cyber bullying 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) knowing impersonation of another person as the author of posted content or messages, if the creation of 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. Furthermore, “sexting” which involves the text messaging and texting of sexually explicit videos, is another form of bullying.

False Accusation is an act that is done by a person who knowingly makes a claim of bullying that is not true. Disciplinary actions will be taken in these incidences toward a false accuser.

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

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation (against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying) is prohibited.

Target is a student against whom bullying, cyber bullying, or retaliation is directed.

Reporting bullying or retaliation

Anyone, including a parent or guardian, community member, school staff, or student can report bullying or retaliation.

Procedures for students, parents/guardians, and/or community members for reporting bullying, cyber bullying, and retaliation are as follows:

Reports can be made in writing or orally to school staff, including, but not limited to, an educator, administrator, school nurse, office staff, cafeteria worker, custodian, bus driver, athletic coach, and advisor to an extracurricular activity or paraprofessional.

Reports may be anonymous; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Bullying Prevention and Intervention Incident Reporting Forms can be found in the main office, nurse's office, and guidance offices of each school building. They can also be found on the District and School websites.

The list below provides contact information for providing a report.

Freetown Lakeville Public Schools Contacts

- i. Assawompset Elementary;
 1. Ms. Bethany Pineault, Principal
(508) 947-1403, bpineault@freelake.org
- ii. Freetown Elementary;
 1. Mr. Michael Ward, Principal
(508) 763-5121, mward@freelake.org
- iii. George R. Austin Intermediate School;
 1. Dr. Elizabeth Sullivan, Principal
(508) 923-3506, esullivan@freelake.org
- iv. Freetown-Lakeville Middle School;
 1. Mr. John Higgins, Principal
(508) 923-3518, jhiggins@freelake.org
 2. Bryan Oliveria, Assistant Principal
(508) 923-3518
- v. Apponequet Regional High School;
 1. Dr. Barbara Starkie, Principal
(508) 947-2660, bstarkie@freelake.org
 2. Ms. Kahlan Dessert, Assistant Principal
(508) 947-2660, kdessert@freelake.org
 3. Mr. Andrew Davey, Assistant Principal
(508) 947-2660, adavey@frwwlake.org

Initiation of a Complaint

When the school principal or principal's designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall follow the district's procedural policy. This includes instances where a school staff member may be the alleged aggressor. If an investigation is conducted and the principal or the principal's designee determines the report is a false accusation, appropriate discipline will be taken. Students who knowingly report falsely a bullying or retaliation incident shall be subject to disciplinary action.

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

Procedure for Complaint and Investigation

It is the policy of the Freetown Lakeville Regional School District to have all complaints of bullying or retaliation promptly and fully investigated and to take steps necessary to remedy the situation.

Procedures for Investigation of Reports of Bullying or Retaliation:

When the school principal, assistant principal or principal's designee receives a report, he or she shall promptly conduct an investigation.

The investigation will include separate, private interviews with the complainant/target, each aggressor and each witness if any. The principal or assistant principal may assign a guidance counselor or other designee to assist in the investigation. Both parties may have an advocate of their choice present during their interview. The interview will be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students and staff are expected to cooperate fully with an investigation of bullying or retaliation.

Information provided during the investigation of bullying or retaliation will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parents or guardians of a student target and those accused as aggressors will be notified. In appropriate circumstances, as determined by the school, the accused aggressor may be informed of the identity of the complainant (target) or witnesses; but in those circumstances, the accused (aggressor) will be cautioned against reprisals, recriminations, attempted intimidation, coercion or retaliation toward the target or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, using the District approved Bullying Prevention and Intervention Investigation Report Form.

If it is determined that bullying or retaliation has occurred, the school principal or assistant principal shall (i) notify the local law enforcement agency if the school principal or assistant principal believes that criminal charges may be pursued against the aggressor;

(ii) take appropriate disciplinary action; (iii) notify the parents or guardians of an aggressor; and (iv) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation. In accordance with confidentiality regulations and privacy policies set by Massachusetts State Law, information from a student record of a target or aggressor may not be disclosed to a parent unless the information is about the parent's own child (M.G.L. 600 CMR 49.07).

Disciplinary action for bullying or retaliation may include suspension and/or recommendation for expulsion and will become part of the student's discipline record. Disciplinary action will be implemented immediately, unless the recommendation is for expulsion. In the event of a recommendation for expulsion the student shall remain out of school, but have the right to appeal to the Superintendent. The student shall notify the Superintendent, in writing, of a request for an appeal no later than five calendar days following the recommendation for expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing, and may sustain, alter, or revoke the recommended disciplinary action. Such a decision shall be the final decision of the Superintendent with regard to expulsion.

Discipline for aggressors who are staff members will be handled by his or her Direct Supervisor, in collaboration with the Superintendent of Schools.

Guidance and/or counseling to all parties shall be made available and encouraged.

If an investigation is conducted and the principal, assistant principal, or principal's designee determines the report is a false accusation, appropriate disciplinary action will be taken.

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with state and federal law.

Safety and Education Plans

A team including, but not limited to the parent/guardian of target, administrator, guidance counselor, advocate of target's choice, and other appropriate staff will meet to prepare a safety plan for the target and assess the target's need for protection.

The plan will include strategies for protecting the target(s) from further bullying and/or retaliation as well as a strategy to provide counseling or referral to appropriate services for the target and their appropriate family members.

Counseling and/or a referral to appropriate services will be made to the aggressor(s) and their appropriate family members.

How can I learn more about bullying prevention in my school?

Student education will take place in school. Students will learn:

- what bullying is
- how to respond to bullying
- how to stay safe
- how to be a responsible bystander
- what the consequences may be
- how to report bullying

GRAIS Grade Release Schedule 2021-2022

The following are Term dates for GRAIS's 2021-2022 School Year. Snow days/school cancellation could impact Terms 2 and/or 3. Term 1 dates are firm. Teachers will post "Grade Updates," through the portal, as indicated below.

Term 1 Grades Close 12/03/21*

Term 2 Grades Close 3/18/22*

Term 3 Grades Close 6/10/22*

*Subject to Change

Remote Learning

Remote Learning, also known as Distance Learning, takes place when pupils and educators or support providers are joined across time and distance to learn rather than meeting in a traditional on-campus classroom setting. This type of learning can occur synchronously or asynchronously and meets the needs of varying schedules and learning styles.

Remote learning includes a wide variety of learning opportunities such as:

- Video demonstrations/lectures
- Audio-based demonstrations/read-alouds
- Interactive projects
- Large and small group video or audio conference calls
- 1:1 phone or video calls
- Group/cooperative work
- Independent assignments

When GRAIS activates a remote learning plan, the plan, as well as its start and end dates, will be published and will be subject to change. The plan will include length of school days, length of school weeks, and specific academic and social requirements for students. The purpose of remote lessons and assignments is to maintain connections with our students, to engage our students in deeper learning, and to provide students with opportunities to show their understanding of academic material. Students must be aware of the following:

- Engagements in remote lessons/assignments/meetings/classes is required per the specific remote learning plan.
- Behavior in school-sponsored remote lessons, assignments, classes and gatherings - such as Google Meets - must be in accordance with expectations for on-campus learning.
- All school rules and disciplinary consequences, including those related to Academic Integrity, remain in place and are enforced during periods of remote learning.