

**FREETOWN-LAKEVILLE MIDDLE  
SCHOOL**

*“Respect, Responsibility, & Resiliency”*

**STUDENT HANDBOOK**

**2018-2019  
Grades 6, 7, and 8**

**508-923-3518 / 508-763-8717**

**Fax: 508-946-2050**

[www.freelake.org](http://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, gender identification, sexual orientation, or homelessness.**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

**Table of Contents**

**FLMS Mission Statement 3**

**I. FLMS Attendance Policy 3**

- Absences .....3
- Attendance Requirements.....3
- Dismissals.....4
- Parental Notification.....4
- Tardiness .....4

**II. FLMS General Information and Guidelines**

- Absent/Homework Request.....4
- Address/Telephone(Change of) .....4
- After School Activities .....4
- After School Rules and Information .....4
- Book Evaluation Rating.....5
- Books (Damage/Charges).....5
- Bullying and Harassment Policy.....5
- Bus Policy
  - Transportation .....5
  - Regulations.....6
  - Transfers .....6
  - Late Bus .....6
- Cafeteria .....6
- Cafeteria Lunch Card Program .....6
- Cancellations/Early Dismissals .....6
- Damage to School Property.....7
- Digital Technology Acceptable Use .....7
- Dress Code Policy .....10
- Dress Code Violation .....10
- Field Trip/Socials/Sports Participation .....10
- Hallway Passes.....10
- Incentive Programs .....10
- Inclusion.....11
- Insurance .....11
- Library Policy .....11
- Lockers and Gym Lockers .....11
- Medical Services/School Nurse .....11
- No Solicitation Restriction .....11
- Parent Conferences .....11
- Personal Property .....11
- Physical Education.....11
- Plagiarism .....12
- Progress Reports .....12
- Promotion, Assignment and Retention of Students.....12
- Reports Cards.....12
  - Honor Roll Requirements.....13
- Substitute Teachers .....13
- Transferring Students .....13
- Truancy .....13
- Vacations .....13
- Visitor Passes .....13

**III. FLMS Student Infractions**

- Alcohol .....13
- Arson .....13
- Assault/Battery (On Staff) (On Student).....14

- Bullying & Harassment.....14
- Cheating .....14
- Computer/Internet Misuse.....14
- Consistent Abuse of School Rules.....14
- Cutting Class .....14
- Disrespectful Behavior Toward Staff.....14
- Disruption in the Classroom & Buses.....15
- Disruptions Schoolwide.....15
- Endangering Others by Unauthorized use Or Possession of Matches, etc .....15
- Extortion.....15
- Failure to Report to Detention .....15
- Failure to Return Forms or Notes .....15
- Fighting.....15
- Forgery .....15
- Gum Chewing .....15
- Hate Crimes.....15
- Tardiness .....15
- Theft.....16
- Throwing Objects.....16
- Tobacco Products (use or Possession of) .....16
- Unauthorized Leaving of the Building .....16
- Vandalism, Defacing, Desk, Walls, etc .....16
- Verbal/Written Use of Profanity.....16
- Weapons and Dangerous Instruments.....16

**FLMS DISCIPLINARY ACTIONS**

- Detentions.....16
- Teacher Detentions .....17
- Administrative Detentions .....17
- Suspensions .....17
  - In-School Suspensions.....17
  - Out-of-School Suspensions.....17
- Discipline of Students with Special Educational Needs.....18

**FREETOWN-LAKEVILLE PUBLIC SCHOOLS DRUG AND ALCOHOL POLICY .....18**

**MASS GENERAL LAW APPENDIX.....20**

- Chap. 269: Crimes Against Public Peace .....20
- Health Education .....21
- Sex Education: Parental Notification.....21
- Student Support Services .....21
- Grievance Procedure: Chap 622 or Section 504.....22
- McKinney-Vento Homeless Assistance Act .....22
- Notification of a Parents' Right to Know Teacher Qualifications .....24
- Restraint Policy.....24
- Sexual Harassment Policy.....25
- Expulsion: Chapter 71, Section 37 H .....26
- Reporting Dangerous Weapon: Chap. 71 .....26
- Obtaining Background Checks .....27
- Bullying Prevention & Intervention .....28

## FREETOWN - LAKEVILLE MIDDLE SCHOOL MISSION STATEMENT

***“The mission of Freetown – Lakeville Middle School is to help each student develop into a respectful, responsible, and resilient individual, while acquiring the knowledge and skills to become a positive and active contributor to society.”***

## **FLMS GENERAL INFORMATION, GUIDELINES, AND POLICIES**

### **I. FLMS ATTENDANCE POLICY**

The official school day is 8:05 AM-2:25 PM. The school is open to students at 7:45 AM. Students should not enter the building before this time unless they have permission and should not be dropped off prior to 7:45 AM. Students should remain in the school lobby until the school bell rings. If your child arrives after 8:05 AM, s/he must present a tardy note to the office. When school is in session, the Main Office is open from 7:30 AM to 3:30 PM. (vacation periods – 7:30 AM to 2:30 PM). Supervision of students ends when the office closes at 3:30.

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 Freetown-Lakeville Middle School (FLMS) 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 FLMS we promote the core values of respect, responsibility and resiliency, which are key characteristics of students who have good attendance and are successful academically. We hope all our FLMS 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 term 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. Students may receive after school detention following their fifth unexcused absence for a school term to

make up missing school work. Following the student's fifth unexcused absence, the parent may also be asked to conference with FLMS Administration to discuss strategies to improve school attendance.

***Students have two calendar days for each day absent to make up their work. (For example, if a student is absent for 3 days, he/she has 6 calendar days to make up their work).***

**DISMISSALS:** Students wishing to be 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 11:15 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 8:05 bell, s/he 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 FLMS Administration 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. FLMS GENERAL INFORMATION AND GUIDELINES**

### **Absent/Homework Request**

On the 3<sup>rd</sup> day of your child's excused absence, you may request homework only. Call the main office by 9:30 on the morning of the third day of an excused absence and homework will be available that day after 2:30 in the office. Students have 2 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) 923-3518, 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 extracurricular/school-related activities and programs. Students may be suspended from attending all after school and school-related extracurricular 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 GRAIS or Apponequet after school.
5. Regarding 7th & 8th grade dances, a special parental permission form, with school rules, must be submitted by each student to attend any FLMS dance.
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 Middle 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**

Freetown-Lakeville Middle 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 FLMS 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 resiliency** at our school. These core values will be promoted in a number of ways during the school year. These core values will be promoted during quarterly assemblies with the school administration, through C.A.R.E. Awards, by staff in the classrooms, and will be posted throughout the building.

**Anti – Bully Workshop** – An Anti-Bully Workshop will be conducted by the building administration with all students. Also, an evening workshop will be held inviting parents and community representatives to attend. The evening workshop will explain how parents and the community can support our Anti-Bully Policy.

**Engage in Positive Culture Building Programs** –Our “Friends of the Falcon” club is made up of 7<sup>th</sup> and 8<sup>th</sup> grade peer leaders. These students are our ambassadors of the school’s core values: Respect, Responsibility, and Resilience. These ambassadors work to promote kindness, compassion, and acceptance throughout the school and local community.

**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 a building administrator and/or guidance counselor.

*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 Freetown-Lakeville Middle 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 insure order and safety. The Middle School Administration, 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 are prohibited.
- 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.*

### **CAFETERIA**

#### **RULES DURING LUNCH:**

1. Speaking in conversational tones is permitted. Loud talk and shouting is not permitted
2. Tables are designed to sit up to 8 students, depending on the table. DO NOT crowd in more. One seat for one student.
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.

#### **Cafeteria Lunch Card Program**

The Food and Nutrition Services offer an **online pre-pay program for lunch through PayForIt.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 No School Announcements will be made, Middle 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 Freetown-Lakeville Middle 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](http://www.freelake.org)
- [www.cancellations.com](http://www.cancellations.com)

Sometimes school is delayed, rather than canceled. The Middle School students officially enter each morning at 7:55 a.m.; therefore, an hour delay would mean an entering time of 8:55 a.m. a two hour delay 9:55 a.m.. No matter what the delay, the Middle School will still dismiss students at the regular 2:25 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 dismissing early." All families should have an early dismissal contingency plan. The Middle School Office, during such emergencies, has regular contact with the elementary schools to see that all buses drop off the Middle School passengers and arrive safely at Lakeville and Freetown elementary schools.

**Damage to School Property**

All students are responsible for the care of their locks, 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 guests 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 of 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 un-trusted 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**

Because 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 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 THE STUDENT'S LOCKER.**
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 late to class should present a pass or be subject to disciplinary action.

### **Incentive Programs**

*National Junior Honor Society*

#### **Selection Procedures for NJHS**

1. Seventh grade students achieving high honors for the first two terms are eligible for nomination to the N.J.H.S. during the last term of grade seven.  
*A student receives high honors for earning all A's in all classes and all 1's and 2's in conduct and effort.*
2. Students must submit a brief essay (no more than two pages) explaining why they should be considered for membership with regards to service, leadership, character, and citizenship.
3. Students must submit the acceptance letter with required signatures, along with their essay, no later than one week prior to the induction ceremony.
4. All deadlines are firm.

### *Character Education*

CARE (Children Acting Responsibly Every Day) is a character education program at FLMS. Students who demonstrate our school's core values of Respect, Responsibility, and Resilience are recognized.

### Inclusion

The Middle 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 are allowed to visit the library with classes or during lunch (with permission) 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 school lock and 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. Students should not give their locker combination to other students and should not set their locks for quick opening.
4. The locker and space inside are to be kept in excellent condition and are to be kept clean and tidy at all times.
5. The cost of a lost lock is \$5.

### 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 Health Room 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 Health Room. 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 MD's prescription order on file in our office. This includes aspirin, Tylenol, Advil and other over the counter medications. No medication of any kind (e.g. pills, tablets, and liquids) may be taken (ingested) without permission from the school nurse. This includes non-prescription items. Failure to comply may result in serious disciplinary action (e.g. suspension). This policy is for the health, safety, and protection of all students.***

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 508-923-3518 or 508-763-8717 and entering the teacher's extension. Teachers may also request conferences when they feel it is necessary.

### Personal Property

Freetown-Lakeville Middle 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, the assistant principal, or a physical education instructor.

All students must be completely changed from school clothes to appropriate clothing for physical activity. Athletic shorts, sweatpants or workout pants, tee shirts, and supportive sneakers with laces are required.

Students who do not participate in physical education or attend the class dressed properly will lose class credit.

## **PLAGIARISM**

The students of Freetown-Lakeville Middle 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:**

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

### **Consequences:**

1. Staff member 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](http://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.

If a student is retained, the student may qualify for summer school (minimum of 40 class hours per subject) or tutoring (20 tutorial hours per subject – for IEP and 504 students only). A grade of C- or better in Summer school or from the tutor must be earned to be considered for advancement to the next grade level. Promotion is the earning of going to the next grade level from efforts during the normal school year and/or an extended school year. Assignment is being sent on to the next grade level or by meeting specified criteria set by the administration (e.g. special education referral and assistance).

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 quarterly to keep parents informed concerning the student's academic progress.

*The marking system is as follows:*

A Excellent	P = Pass	Conduct & Effort
B Above Average	I = Incomplete	1 Excellent
C Average		2 Satisfactory

D Experiencing Difficulty                      3 Unsatisfactory  
F Failing

1. The student's final report card will be available on the last day of school. Parents should contact the office for information. Final report cards will not be mailed home.
2. Students duplicate records may be destroyed 48 hours after promotion or transfer unless parents request them.

Students have two weeks to make-up all incomplete work. After this time, the incomplete grade becomes an F.

### **Honor Roll Requirements**

- High honors  
All A's in ALL classes  
All 1's and 2's for both conduct and effort
- Honors  
All A's and B's in ALL classes  
All 1's and 2's for conduct and effort

### **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 FLMS 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 the lost time 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 middle school, all parents and visitors must stop at the main office, sign in, and receive a visitor pass.

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

### **ALCOHOL**

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

### **Disciplinary Action:**

**First Offense:** Suspension of 1 to 5 days from school, mandatory parent conference, mandatory substance abuse counseling.

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

### **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 FLMS student.

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

**BULLYING AND HARASSMENT**

Freetown-Lakeville Middle 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" will 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

**CUTTING CLASS**

**Disciplinary Action:** Detention, parental notification, suspension

**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

### **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

### **TARDINESS (TO CLASS)**

Students arriving late to class are considered tardy if they do not have a corridor pass. Students who arrive late to class without a pass will be directed to the office.

**Disciplinary Action:** Possible parental notification, detention or suspension depending on the circumstances

**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

**TOBACCO PRODUCTS (USE OR POSSESSION OF)**

The Education Reform Act of 1993, Section 37H, states that tobacco use by anyone on school grounds or buses is prohibited. Smoking, smoking material, matches, cigars, pipes, and lighters are prohibited.

**Disciplinary Action(s):** 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. FLMS 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 2:25 to approximately 3:30 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 to 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, Assistant 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 in to 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, 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 the 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, gender identity, national origin, sexual orientation, or religion, or exclude students on the basis of marriage or pregnancy, 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, gender identity, 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 School, as listed on this page. 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 02418-502 (telephone 781-338-3300) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, Ma 02108 (telephone 617-727-3990).

### **GRIEVANCE PROCEDURES EMPLOYEES/STUDENTS PARENTS CHAPTER 622, TITLE IX, & SECTION 504**

#### **CHAPTER 622:**

It is a policy of the Freetown-Lakeville Regional School District to comply with Chapter 622 which prohibits discrimination on the basis of race, color, religion, and national origin.

Chapter 622 makes it clear that all aspects of public school education must be fully open and available to members of both sexes and all minority groups. No public school may exclude a child from any course, activity or resource available in that school on account of race, color, sex, gender identity, homelessness, religion, national origin, or sexual orientation of that child.

Coordinator: Dr. Marlene Correia, Director of Curriculum & Assessment, 98 Howland Road, Lakeville, MA (508-923-2000)

#### **TITLE IX:**

It is a policy of the Freetown-Lakeville Regional School District to comply with the Title IX which prohibits discrimination on the basis of sex.

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

#### **SECTION 504:**

It is a policy of the Freetown-Lakeville Regional School District to comply with Section 504 which prohibits discrimination on the basis of mental or physical handicap for students and employees.

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

- **504 Coordinator, Freetown-Lakeville Public Schools:**

Ellen Witter-Harrington  
Director of Student Services,  
98 Howland Rd, Lakeville, MA 02347  
508-923-2000

- **Assawompset Elementary School:**

Jamie Levesque, Adjustment Counselor  
232 Main Street, Lakeville, MA 02347  
508-947-1403

- **Freetown Elementary School:**  
Danielle Neves, Adjustment Counselor  
43 Bullock Road, East Freetown, MA 02717  
508-763-5121
- **Freetown-Lakeville Middle School:**  
Ralph Hunnewell (grade 6), Tristin Jolly (grade 7), Susan Toolin (grade 8)  
96 Howland Road, Lakeville, MA 02347  
508-923-3518
- **Apponequet Regional High School:**  
Guidance Counselors  
100 Howland Road, Lakeville, MA 02347  
508-947-2660

### **McKinney-Vento Homeless Assistance Act**

**District Liaison:** Ellen Witter-Harrington, Director of Student Services, 98 Howland Road, Lakeville, MA 02347 (508-923-2000)

Section 504 of the Federal Rehabilitation Act of 1973 provides that: "No otherwise qualified handicapped individual in the United States shall, solely by reason of his/her or her handicap, 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."

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Freetown-Lakeville Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **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:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

### **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 of 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.

\*Policy Manual Section ACAB

\*Policy Manuals available for review in the Building Principals Office or the Office of the Superintendent

### **RESTRAINT POLICY**

Massachusetts has adopted regulations which are designed to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraints is defined as "the use of bodily force to limit a student's freedom of movement" and is expressly prohibited as a means of punishment, and as a response to: property destruction, disruption of school order, a student's refusal to comply with school or a staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

As a result, the Freetown-Lakeville Regional Public Schools do not endorse the use of physical restraint except when a teacher, employee or agent of the public education program must use reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The School Committee shall develop written procedures which shall be reviewed annually to establish methods for preventing student violence, self-injurious behavior and suicide, including the escalation of potentially dangerous behavior occurring among groups of students or with an individual student. The policy regarding restraint shall also describe and explain the school's program or method of physical restraint, a description of school's training requirements, reporting crimes and follow up procedures, and a procedure for investigating complaints regarding restraint practices.

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

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 need 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 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.

## **FREETOWN LAKEVILLE BULLYING PREVENTION AND INTERVENTION**

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. Bullying and retaliation is prohibited at the Freetown Lakeville Public Schools.

Our district will follow the state's clear requirements in prohibiting bullying and retaliation: on school grounds, at recess, in the hallways, on property immediately connected to school grounds, at a school-sponsored or school-related activity (field trips), 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 an unfriendly environment at school for the target, does not respect the rights of the target at school, or mainly and largely 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 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, cyber bullying, 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 that is 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 an unfriendly environment at school for the target; (iv) does not respect the rights of the target at school; or (v) mainly 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 (ideas) 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 (by fax machine) 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) knowingly pretends to be another person and saying they are 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 sending out material to others electronically or the posting of material on an electronic medium that may be accessed by one or more persons, if the sending material out to others or posting creates any of the conditions listed 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 (unfriendly) environment is a situation in which bullying causes the school environment to be spread with threats, laughing at, taunting, put downs, or insult that is sufficiently severe or widespread to alter the conditions of the student's education.

Retaliation is any form of intimidation, going after to cause further harm or threats, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student who is being bullied, cyber bullied, or retaliated against.

### **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:

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

### **Reports may use the contact list for each school.**

#### **Freetown Lakeville Public Schools Contacts**

- i. Assawompset Elementary;
  1. Principal  
(508) 947-1403
- ii. Freetown Elementary;
  1. Principal  
(508) 763-5121
- iii. George R. Austin Intermediate School;
  1. Principal  
(508) 923-3506
- iv. Freetown-Lakeville Middle School;
  1. Principal  
(508) 923-3518
  2. Assistant Principal  
(508) 923-3518
- v. Apponequet Regional High School;
  1. Principal  
(508) 947-2660
  2. Assistant Principal  
(508) 947-2660

### **Initiation of a Complaint**

- a. 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. 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.
- b. 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:

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

i. The investigation will include separate, private interviews with the complainant (reporting person or 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.

ii. Whenever the investigation involves a student on an Individual Education Plan (I.E.P.) the student's liaison or other appropriate advocate will be involved in the investigation as appropriate under the circumstances. For student's currently on an I.E.P. the team needs to determine whether that child is more likely to be a target or aggressor of bullying, harassment, or teasing because of the child's disability. The I.E.P. team shall address the skills needed to avoid and respond to bullying, harassment and teasing situations. Discussions will take place during initial, review and annual meetings or as needed concerning bullying prevention if a determination that the student's disability affects social skills.

iii. 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 –getting back at, recriminations, attempted intimidation, threats coercion or retaliation toward the target or witnesses.

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

v. 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).

vi. 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 and acted upon 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.

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

viii. 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.

ix. 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.

## 2. Safety and Education Plans

i. 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.

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

iii. 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