

***Athol-Royalston
Regional School
District***



***Staff Handbook
2020-2021***

ARRSD Mission	6
ARRSD Vision Statement	6
Expectations	6
ARRSD Statement of Core Values	6
Beliefs About Student Learning	7
Work Load	7
Hours	7
Course Load	7
Preparatory Time	8
Duties	8
Parents' Nights	8
Staff Meetings	8
Leaving the Building	8
Absences	9
Substitute Teacher Plans	9
Evaluation System	10
Academic Expectations	10
Course Outlines	10
Planning	10
Instruction	11
Student Accommodations	11
Makeup Work and Extra Help	11
Grading	11
Record of Grades	12
Homework	12
Report Cards and Progress Reports	12
Middle School and High School Additional Grading Information	13
Midterms and Finals	13
	2

Final Averages	13
Failure Guidelines	14
Honor Roll	14
Communication	14
Email	14
News Releases	14
Notices	15
Classroom Management Expectations	15
Pledge of Allegiance and Moment of Silence	15
Student Supervision	15
Hall Passes and Sign-out	15
Student Conduct	16
Student Misconduct	16
Parent Conferences	17
Teacher Detention	17
Student Success Center (ARMS/AHS)	17
Office Detention	17
In-School Suspension	17
Out-of-School Suspensions	18
Restorative Justice	18
Cell Phones/Phones	18
Student Attendance	19
Classroom Attendance	19
Tardiness	19
Dismissal from School	19
Student Participation in Special Activities during School Hours	19
Extra- and Co-Curricular Activities	19
Field Trips	20
Fundraisers	20
Chaperoning	21
Dance Supervision	21
Athletic Eligibility	21
National Honor Society Eligibility	21
Emergencies	21
Reporting and Responding	22
Staff Accidents	22
Fire Drills/Evacuations	22
Lockdown/Shelter-in-Place	22

Run, Hide, Fight	22
Student Accident Procedure	23
Communicable Diseases	23
Housekeeping	23
Keys and Security	23
Classrooms	23
Textbooks, Furniture and Equipment	24
Supplies	24
Use of Equipment	24
Building Use Form	24
Teachers' Area(s)	24
Other	24
Communication and Chain of Command	24
Individual Orders and Purchases	25
Lists of Student Names	25
New Teacher Mentoring	25
Professional Organization	25
Student Records	25
Student Teachers	25
Summer School	25
Videotaping in Class	26
Visitors	26
Professional Boundaries	26
Child Abuse Law—Mass. General Law 51A	26
Confidentiality	26
Dress Code for Faculty and Staff	27
Assemblies	27
Warnings/Communication Home	27
Meetings	27
Lesson Planning	27
Supervision in Corridors	27
Mandated Trainings	27
Substitutes	28
Use of Media	28
Laws & Policies	28
Display of National Flags: Pledge of Allegiance	28
An Act Prohibiting the Practice of Hazing	28
Computer Ethics Policy	29
Public Complaints About School Personnel	30

Sexual Harassment Policy	31
Services for Home/Hospital Students	32
Athol-Royalston Regional School District	Error! Bookmark not defined.
Handbook Policies, Laws, and Regulations	Error! Bookmark not defined.

ARRSD Mission

The Athol-Royalston Regional School District is committed to providing challenging educational experiences that inspire students to acquire the knowledge and skills to become responsible citizens in the global community.

ARRSD Vision Statement

The Athol-Royalston School District in partnership with the community provides a safe, innovative, and vibrant learning environment for all students. WE foster academic excellence by implementing best practices, improving facilities, appreciating diversity, and requiring accountability. Our graduates are life-long learners and discerning users of technology who exercise social and civic responsibility and adapt to an ever-changing world.

Expectations

It is expected that all staff will read, and sign-off that they have read, both the faculty and student handbooks.

Additionally, please note that the faculty handbook is worded in such a way as to state both the minimum expectation for which teachers are held accountable as well as to define what practices would generally be considered “good teaching” based on current research and trends in education.

Most regulations governing the working conditions of faculty are covered in the master contract between the Athol-Royalston Regional School Committee and the Athol Teachers Association. If there are any conflicts between what is written in this handbook and the contract, the contract supersedes this document.

ARRSD Statement of Core Values

The Athol Royalston Regional School District (ARRSD) is committed to providing the academic, civic and social foundation for students to become life-long learners and productive, creative and healthy citizens of a 21st century global society. We strive for students to understand the value of academic excellence, integrity, personal responsibility, self-discipline, and a strong work ethic.

Beliefs About Student Learning

We believe learning happens best when students...

- Develop a strong work ethic and sense of academic integrity.
- Take risks to push beyond current knowledge.
- Develop self-confidence, self-respect and dignity.
- Engage in goal setting, self-assessment and reflection.

We believe learning happens best when ARRSD Staff...

- Provide an atmosphere of mutual respect.
- Connect learning to the world beyond high school.
- Have clear expectations for student academic performance.
- Provide individual support in and beyond the class period.
- Connect learning between subjects, courses and content areas.
- Inspire students to learn and make learning interesting and engaging.
- Model behaviors, actions and thinking for students.

Work Load

Hours

Faculty members are expected to arrive for a regular school day no later 15 minutes before the start of the student day. In the event of a delay, the same 15 minute rule will apply. Monday through Thursday, faculty members are required to remain in the building for 15 minutes past the student dismissal time. On Friday, faculty may leave as soon as all students have been dismissed. Support staff will follow the schedule set forth by their building principal.

	Staff arrival	Staff dismissal M-Th	Staff dismissal Friday
AHS	7:25 A.M.	2:10 P.M.**	2:05 P.M.
ARMS	7:15 A.M.	2:00 P.M.	1:55 P.M.
ACES	8:15 A.M.	3:10 P.M.	3:05 P.M.
RCS	8:15 A.M.	3:10 P.M.	3:05 P.M.

** However, high school teachers may be required to remain in school until 2:40 P.M., Monday through Thursday when students require additional assistance.

Course Load

At the secondary level, teachers will be assigned a class or duty for five of the six periods during the school day.

Preparatory Time

All teachers are provided with prep time. The combined duty-free lunch period and preparation time shall be no less than 450 minutes per week. All elementary teachers shall be provided with a minimum of 300 minutes of prep time per week. This time should be used for planning, meeting with colleagues, or other school-related purposes. Prep time should not be seen as “free time.”

Duties

Fair and equitable duties may be assigned to staff by building administration.

Parents’ Nights

Faculty members are expected to attend three parent events that are held beyond the school day. These are held for the purpose of increasing school-to-parent and school-to-community communication. Faculty members must meet with an administrator, prior to a scheduled event, if there is an emergency situation or extenuating circumstance that prohibits them from attending, in order to work out alternate arrangements.

Staff Meetings

After school faculty meetings are scheduled as needed, not to exceed four hours per month or forty hours per school year. Faculty members must meet with an administrator, prior to the meeting, if there is an emergency situation or extenuating circumstance that prohibits them from attending in order to work out alternate arrangements.

Coaches are not exempt from this requirement. Practices are not to be scheduled when it would conflict with staff meetings.

Leaving the Building

Any staff member finding it necessary to leave school during work hours must receive prior approval from a building administrator and sign out in the front office.

Absences

If a staff member requires a sick day, call the substitute coordinator, Cheryl Parker, at 978-544-6269 for a substitute, between 5:00 and 6:30 a.m. and not after 8:30 p.m. (unless it's an emergency). For conferences, field trips, etc., you may leave a message on her home phone anytime during the day or, again, 5:00 to 6:30 a.m. and not after 8:30 pm. After 6:30 a.m., please contact the principal. Your seating and substitute plans should be on your desk and up-to-date for the substitute teacher. A copy of your substitute plans should also be emailed to the principal's administrative assistant.

Substitute Teacher Plans

Substitute teachers will be required to carry out the normal function of the classroom teacher and other duties designated by the building administrators. Substitutes will refer to the teacher's plan book or the substitute outline as their teaching guide.

All staff members are expected to turn in two days' worth of emergency substitute plans to the office in the beginning of the year. These plans should have lessons or activities that would be appropriate at any time during the year. Plans are due to the principal's administrative assistant by the first day of school.

Assignments should be suitable for any substitute to cover.

The substitute plans should include the following information:

- A complete copy of the daily schedule to include classes, advisory, room numbers, and lunch periods
- Substitute lesson plans
- Special instructions for specific classes and essential information about student safety needs.
- Location of teachers who can give assistance if needed
- Crisis response information specific to your room

The following materials should also be readily available for the substitute:

- An outline of planned activities
- Homework assignments
- Schedule of upcoming assignments and assessments
- Appropriate copies of the necessary assignments or assessments
- Text, audio-visual and other teaching materials
- Seating plans for all classes and advisory
- Student bulletins and other pertinent notices
- Attendance forms for classes
- Bell Schedule

Evaluation System

Staff and faculty will be evaluated according to district collective bargaining agreements.

Academic Expectations

Course Outlines

Teachers are to give students copies of their course outlines on the first day of school. Additionally, a copy of the course outline should be turned into the principal's administrative assistant by the second Friday of each school year.

These outlines should include:

- Course description and/or objectives
- Outline of topics covered in the course
- Grading policies
- Materials needed
- Classroom rules and expectations
- Contact information and extra help availability

Please be sure that individual classroom expectations are consistent with those outlined in the student handbook. Try to ensure that all policies and expectations are reasonable and enforceable

Planning

There is an expectation that all teachers keep some record of instructional planning, including daily class learning targets and success criteria, activities, and assessment methods. Teachers should be able to provide this record upon request.

Teachers are encouraged to develop their unit plans in Atlas for each of their courses. These unit plans may serve as the record of instructional planning, provided they are sufficiently detailed.

A completed Atlas Unit should include:

- Standards that the unit will address
- School-wide learning expectations that the unit will address
- Mastery objectives for each lesson
- Pacing guide and/or daily outline
- Formative assessment
- Summative assessment
- Performance based assessment tied to the school-wide learning expectations rubrics
- Differentiation and/or tiered intervention strategies

Additionally, it is expected that teachers will have a daily intervention plan completed that will outline the interventions, tasks, or activities on which each student will be working. These should be based on student data.

Instruction

Teachers will strive to incorporate a variety of instructional methods in order to appeal to each student's specific learning style.

Teachers will post a learning target and success criteria for each lesson and reference both throughout the lesson so that it is clear to the learner what they are expected to know and be able to do.

Teachers will use formative assessment data to differentiate their instruction and provide tiered instruction to help all students meet the success criteria and standards.

All instructional activities will be standards- based and aligned with district curriculum guidelines.

Student Accommodations

Students who have IEPs or 504 plans are marked as having one in X2. Teachers are responsible for reading these plans for the students who are in their class. Additionally, teachers must comply with the applicable accommodations provided in these plans. X2 will also note who that student's Special Education liaison is.

IEP information may be viewed electronically on eSped.

Please remember that this information is to be considered **CONFIDENTIAL** and should not be discussed with any person who is not directly involved with the student.

Should you have a concern regarding a student, please contact the school counseling department or make a referral to the student support team.

Makeup Work and Extra Help

Students who have to make up work or who need extra help should be encouraged to schedule time with the teacher after school. If a student arrives within 5 minutes of the end of the school day for extra help, the teacher is required to stay for an additional 30 minutes, Monday through Thursday.

Grading

Teachers are expected to systematically assess student progress to determine attainment of the standards and mastery objectives of each course, consistent with school-wide learning objectives. Both formal and informal methods of assignments may be used. A variety of assessment tools, appropriate for the particular course, and which respond to different learning styles, **are essential**.

Grade K through 4, students receive report card grades based on their level of mastery toward grade-level standards. These grades reflect progress toward end-of-the-year mastery, or what students should know and be able to do at the end of a particular grade.

M-Mastery

P-Progressing

B- Beginning

In grades 5 through 12, students will be marked using a numerical grading system based on a scale of 100

At ARMS and AHS, all teachers shall provide students and administration with written course expectations and grading criteria. Information on the grading of homework and its weight in each course should be included.

Progress reports for all students will be issued at the midpoint of a term and must be submitted electronically on X2.

Teachers are required to utilize the school's information management system (X-2) to record grades. Accurate and up-to-date documentation of all students' performance will be kept. Under no circumstances should teachers publicly announce any student's grade. A student's grade is a private matter discussed between the teacher and the student and possibly the student's parent. Grades must not be posted with student names.

For all grades, assignments and tests should be graded, returned, and reviewed promptly. Feedback is critical to reinforce instruction and learning.

Record of Grades

A sufficient number of grades should be given each term in order to arrive at an objective assessment of each student's accomplishments. The grades that a student earns through the term will be recorded in X2. Teachers at the high school and middle school are required to communicate with parents and post grades for assignments and homework within 6 school days.

Homework

Homework assignments should be meaningful and manageable. Additionally, there should be accountability for the homework assignments and communication to the student's parent/guardian when the homework is not complete. Students who fail to complete assigned work may be required by teachers to make arrangements to make-up incomplete assignments outside the regular school day. Parents or guardians will be notified in advance if a student is required to remain beyond the school day.

Report Cards and Progress Reports

At the high school and middle school, report cards will be distributed to all students four times a year, at the end of each quarter. Progress reports will also be distributed four times a year at the approximate midway point of each quarter. At the elementary schools, report cards will be distributed to all students three times a year, at the end of each trimester.

Teachers are required to submit grades and comments for report cards and progress reports. Specific directions for submitting term and final grades are distributed by the guidance department to all teachers each quarter. At RCS, these instructions are provided by the building principal.

Grades close on the last day of the quarter. “Incomplete” should be used for extenuating circumstances only (long term illness, excused absence, homework obligation, etc.) Don’t use the “incomplete” to extend the deadline without good reason. Guidance/administrative approval is mandatory for the use of an “incomplete”. After ten school days, the student’s grade including the zeros for the missing work will replace the incomplete unless an updated grade is provided by the teacher.

Notification is to be made to the parents if a student’s grade drops ten or more points from the previous marking period. The first time a parent/guardian finds out a student is failing should not be when they receive the report card. Progress reports may be requested in case more frequent communication is necessary. It is good professional practice to keep parents notified at all times of major changes in student progress.

Middle School and High School Additional Grading Information

Midterms and Finals

All year-long courses should have a cumulative assessment at the end of the first semester (midterms) and at the end of the year (finals). These exams are each weighted as 10% of the overall grade for the course.

Semester-long courses should have a cumulative final exam at the end of the semester. This exam is weighted as 20% of the overall grade for the course.

Finals and midterms should be common assessments where all students taking the same course take the same midterm and final assessment.

Teachers of AP courses may elect not to give a final exam to students who take the AP exam.

Final Averages

Each quarter is weighted twice as much as each exam. For a full year course, this means that each quarter grade is worth 20% of the final average and the mid-term and final assessments are each

worth 10%. For a semester course, each quarter is 40% and the final is 20%

Failure Guidelines

Our goal is student learning. If student learning is not taking place, then we need to intervene and determine how to best support it. If classroom-based interventions are not working effectively to support a student, then the following steps should be taken:

- Conference with student (inquiry, suggestions, support, study skills)
- Contact the student's parent/guardian
- Review the student's records, particularly any IEP or 504 plan
- Refer to the student support team

Honor Roll

The honor roll is established at the end of each marking period.

HIGH HONOR ROLL: 90 or better or H in each of all subjects taken.

HONOR ROLL: 80 or better or H in each of all subjects taken.

All course work counts for honor roll.

Communication

Email

It is strongly recommended that all teachers check their ARRSB email account a minimum of twice daily, preferably once in the morning upon arrival and once in the afternoon prior to leaving the building.

Email will be used to replace paper memorandums and notices whenever possible.

All notices, letters and materials for your attention will be placed in your mailbox. Packages are placed in the main office and you will be notified.

All teachers are assigned a mailbox located in a central location. Check your mailbox every morning before class and also before leaving the building. You are accountable for whatever school communication is delivered there.

News Releases

All press, news, or electronic releases of information about the school or students must be approved in advance by the Principal.

Press releases and electronic media are frequently used for public relations and they are the means to promote the accomplishments of students, staff or the school community. The school also has to manage the public relations aspects of news regarding challenges faced by the school and community. These may include press releases, multimedia postings, blogs, e-mails or items posted

to the school website. In this way, the principal is knowledgeable about all releases and adequate copies are provided to the press.

Notices

Teachers/staff members who have announcements that they would like included in either the student or faculty bulletins should submit them in advance to the principal's administrative assistant. Faculty announcements will be posted in X2. School and district announcements will be read during the school day, will be listed on the school website, and will be posted as necessary. Announcements should be related to school business, and the administration reserves the right to modify and/or reject notices that have been submitted.

Classroom Management Expectations

Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance will take place at the start of each school day. This shall be followed by an announced period of silence not to exceed one minute in duration, during which silence shall be maintained.

Student Supervision

Faculty and staff are responsible for the safety and well-being of students at all times. It is important to adequately supervise students in and out of the classroom and respond to inappropriate behaviors as they occur. The nature and extent of the incident should determine the manner in which the incident is handled. Faculty and staff are expected to model self-control, consistency, persistence, and good humor in the course of their work.

Hall Passes and Sign-out

Teachers should have a sign-out sheet in their classroom so that there is a record of which students were not in class at any given time. It is important that all teachers keep this record.

Teachers should exercise discretion in issuing passes. Only one student may be allowed to leave class at a time, with the exception of a medical emergency.

However, teachers should not deny a student the opportunity to use the restroom. If you have a concern regarding a student's repeated requests to use the restroom, please contact the appropriate school administrator or school nurse.

Teachers should make every effort to keep students in the learning environment and refrain from granting permission to the nurse, office, etc., unless necessary.

Student Conduct

Each teacher should be familiar with the regulations and code of conduct as they appear in the student handbook. Each teacher must assume the responsibility for seeing that regulations are enforced at all times and that serious infractions are reported to the office.

Each teacher is responsible to hold students accountable to all school rules per the student handbook. Additional classroom and other rules and expectations will be clearly communicated to students on a regular basis.

Teachers have responsibility for insisting on good conduct from students, in the school or on the school grounds. Teachers should model and promote student conduct as outlined in the student handbook. Teachers should be at their doors and monitoring halls between periods or when groups of students are passing.

ARRSD believes in a positive and pro-active learning environment designed to meet the needs of all students. When students are unable to meet behavioral expectations, teachers should use district policies to determine consequences. Referral to administration should be after attempts are made to handle it within the classroom setting, unless there is a situation in which learning is substantially impacted or a safety issue arises.

Student Misconduct

It is expected that teachers will maintain a safe and orderly environment by utilizing a variety of classroom management techniques. Actions that are disrespectful, constitute a refusal, and are disruptive or unsafe will not be tolerated. The Administration will assess each situation and apply educationally sound interventions/consequences for violations of the student code of conduct and ensure compliance with federal and state laws: Individuals with Disabilities Act (IDEA), Privacy Act (FERPA), and Section 504.

INDIVIDUAL TEACHERS ARE EXPECTED TO RESPOND TO BEHAVIORS DIRECTLY RELATED TO THE CLASSROOM AND THE SCHOOL ENVIRONMENT AS OUTLINED IN THE STUDENT CODE OF CONDUCT AND INTERVENTIONS/CONSEQUENCES FOR VIOLATIONS. ALL STAFF ARE RESPONSIBLE FOR KNOWING AND ENFORCING THE INFORMATION INCLUDED IN THE ARRSB STUDENT HANDBOOK.

At the elementary and middle school levels, teachers will call the office, and at the high school teachers will call the Student Success Center for assistance when dealing with students who are disruptive or otherwise require immediate attention from administration, guidance or support staff.

STUDENTS CANNOT BE DENIED THE RIGHT TO ATTEND ASSIGNED CLASSES BY ANY TEACHER FOR ANY REASON WITHOUT INVOLVING THE APPROPRIATE GRADE LEVEL ADMINISTRATOR.

Parent Conferences

Parent conferences are vital to the success and acceptance of our educational program. In some cases, it is appropriate to schedule conferences through the School Counseling Department. It is sometimes important for the parent and the teacher to evaluate the entire situation and this can be done most completely by inclusion of the school counselor.

Conferences with families should be conducted with data and evidence-based information and in a professional manner. It is expected that conferences will be used to promote a positive learning climate and focus on student growth.

Parent meetings (i.e., conferences, open house) will be attended by teachers and staff in accordance with collective bargaining agreements.

Teacher Detention

Teachers may assign a student to stay for a detention. The student must be given a reason for the detention. Teachers are required to provide the student with 24-hour notice. It is also an expectation that the teacher contacts the parent/guardian after assigning a teacher detention. At ARMS and AHS, a late bus is available on Tuesday, Wednesday and Thursday. Unless specifically arranged, avoid detentions on Friday due to lack of transportation. Detentions should not be scheduled to conflict with contracted teacher meetings

Student Success Center (ARMS/AHS)

Students who cause a significant disruption in a class may be sent to the student success center (SSC) while their behavior is being addressed by the administration. They may also be assigned to the SSC as a consequence for a disciplinary infraction. No students should be sent to the center without the knowledge of the administration, or student success center personnel. Each building will share their specific procedures with faculty and staff.

Office Detention

Only the Principal or Dean of Students may assign office detention. Office detention is not an extra help session. Office detentions are used to respond to student violations that are not classroom related.

In-School Suspension

Only the Principal or Deans of Students may assign a student to in-school suspension. When a student is assigned in-school suspension (ISS), the student must report to the ISS room at the regular school day start time and will remain in ISS until the school day ends. Students are expected to complete school work as well as any other disciplinary intervention material that may be assigned. Students will be provided access to teachers while in ISS so that they may continue

to access their education. Students who do not complete the expected work while in ISS may be required to remain in ISS until they do so. Students assigned to ISS may not attend school events on the date(s) of their suspension. Teachers should check their email regularly as requests from ISS for student work *must* be honored.

Out-of-School Suspensions

No student shall be barred from school attendance except by temporary suspension by the Principal or Deans of Students. The length of the suspension is at the discretion of school administration, but in every instance, a return to class as soon as is reasonable is expected. Please refer to the student handbook for information regarding suspensions and offenses that typically warrant a suspension.

When a student is on a long-term suspension, we are still responsible for the student's education. Teachers must provide work when requested. Students may be tutored while they are suspended. Instructions for the tutor should be included and detailed as possible.

A suspended student may not be on school grounds or participate in any school activities during suspension from school. Students are expected to complete all assignments missed during suspension and are responsible for communicating with their teachers about the assignments. If a student needs to meet with a teacher on a day they are suspended to get clarification or assistance with an assignment, the student must obtain permission from the school administration, must be supervised at all times, and must leave school grounds immediately following the completion of their appointment.

Restorative Justice

Students who are ready to accept responsibility for their actions and attempt to repair the harm that their actions had on others may be able to participate in a restorative justice process. This process may be used as an alternative to out of school suspension in order to replace suspension with a positive process that repairs harm, develops accountability, and meets the needs of all affected. Teachers involved in an incident may be asked to participate in the restorative justice process.

Cell Phones/Phones

Faculty and staff are responsible for knowing and enforcing each school's cell phone policy.

At AHS, cell phones are required to be in a Yondr pouch during class time unless otherwise directed by the teacher.

At ARMS, except for unusual circumstances and only with permission of a staff member, student cell phones should not be in use during the school day.

Classroom phones should be used by staff only, unless a student is given permission by the administration. Teachers should not use their personal phones during instructional time, unless it

is a clear emergency or for school purposes. Staff should be mindful that communication on personal devices during the school day are not private.

Student Attendance

Classroom Attendance

For safety and other reasons, the careful taking of attendance is vital. Student absences must be recorded on X2 every period at the secondary level and at the beginning of each school day at the elementary level.

Attendance in each class must be accurate to allow for students, parents and administration to have an appropriate accounting of each student's achievement of this requirement. Please read and follow the attendance policy in the student handbook.

Tardiness

Students who are in the building but arrive tardy to the instructional period should be admitted into class and be held accountable by the teacher.

Students who are chronically late to class should be reported to the appropriate grade level Dean of Students. Please refer to the student code of conduct.

Students who miss more than 50% of a class period should be marked as absent from that class.

Dismissal from School

No teacher may permit any individual student to leave school property for any purpose during the regular school hours.

In case of illness, a student should be referred to the school nurse or main office in the nurse's absence.

Student Participation in Special Activities during School Hours

Students who miss classes because of other activities should have prior permission of classroom teachers. If prior permission is not obtained, a student could be counted as "cutting" class.

Faculty members may not pull students out of classes without notifying classroom teachers in advance and obtaining permission from the administration.

Extra- and Co-Curricular Activities

Field Trips

Staff members requesting to take a group on a field trip should complete a field trip application form and turn it in to the principal's administrative assistant at least three weeks prior to the desired field trip date. In the event of a last minute opportunity please meet with the principal to review the field trip application.

Once the field trip form has been submitted please be sure to:

- Ensure that the field trip application form has been approved by both the principal and superintendent's office.
- Ensure that a signed parental permission slip is received for each student taking the trip.
- Distribute a list of participating students to each staff member and administrative personnel at least a week in advance of the trip.
- Inform students that it is their responsibility to make up any work they will miss, and their responsibility to inform their other teachers they will be missing classes.

Field trips should not be scheduled during the last week of a marking term.

Fundraisers

Anyone interested in conducting a school-sponsored fundraiser must complete a fundraiser request form and submit it to the principal prior to the fundraiser. The principal will approve the fundraiser in accordance with school committee policy.

All students must be under the direct supervision of a teacher at all times.

Teachers who accept the responsibility to conduct an activity do so in the best interest of the school district and the student. They are to provide supervision of all participants throughout the activity, be responsible for the actions of all participants, and conduct the financial affairs through the regular school accounting system.

Procedures concerning the duties of those people in charge of the various co-curricular activities such as athletics, class advisors, clubs, dances, play rehearsals, after school meetings, cheerleading, etc.:

- No meetings of any kind are to be held without the advisor or coach being present; all meetings or practices unless regularly scheduled, must be reported to the office for approval.
- The advisor or coach must arrive early to open the building and must be the last person to leave, making sure that all lights are out and the building is locked. A check of all doors is necessary.
- All pupils must remain in the designated area during the activity.
- Students are not allowed in the faculty lounge at any time.
- Advisors will have complete charge of guiding and directing activities.
- All of these functions should be educational in nature.

It is the duty of the advisor to:

- See that all activities are well organized, committees formed, assigned duties completed.
- See that supplies and materials are obtained in advance of an activity. Each activity group is responsible for obtaining its supplies from its own funds.
- See that the required numbers of chaperones are always present.

- Be present at all activities sponsored by the class or club.
- All student handbook policies will be adhered to.
- See that students consult with and obtain permission from advisors before undertaking any project.

School activities are for the students of ARRSD. Outside guests may attend only if prior approval has been granted by the administration.

Chaperoning

Advisors for the sponsoring group are responsible for providing adequate chaperones and the necessary faculty assistance required for a successful school activity.

Dance Supervision

- At ARMS and AHS, there should be a police officer on duty at every dance.
- An adult should be assigned to the monitoring of each bathroom.
- Advisors should announce appropriate dress for the occasion.
- Once admitted to the dance, students may not leave and re-enter.
- Dances must end no later than 10:00 p.m. except in the case of proms, which will end no later than 11:00 p.m.
- The group responsible for the dance is also responsible for putting the area back into the original condition.

Athletic Eligibility

Please refer to the student handbook.

National Honor Society Eligibility

Membership in the National Honor Society is based on scholarship, character, leadership, and service; scholarship alone does not guarantee membership in the society. Each faculty member therefore, should be familiar with these criteria and note, further, the equal importance of each criterion for election to or for continuation of National Honor Society membership.

Because of the accountability involved when evaluating each candidate or member, every staff member should make it his or her responsibility to report IMMEDIATELY any infractions of school rules or inappropriate personal behavior which demonstrates that a National Honor candidate or member has violated his or her trust. These violations must be documented either through a referral in X2 or in writing to the National Honor Society adviser.

The adviser will call a meeting of the Faculty Council as soon as possible after a written report is received to determine the future status of the candidate or member.

Emergencies

Reporting and Responding

In the event of any crisis or emergency situation, please report the situation to the main office immediately and respond according to the ARRSD Medical Emergency Response Plan or ARRSD Safety Plan.

Staff Accidents

Staff members that have accidents in the school or on school property should complete an insurance/accident form, even if it seems the injury (if any) is not serious. Forms are available from the principal's administrative assistant in each school.

Fire Drills/Evacuations

An evacuation is used when the building can no longer be safely occupied, for example, in the case of a fire, gas leak, or other hazardous material incidents occurring in the building, structural facilities, suspicious packages, or bomb threats. All students, staff and visitors leave the building through the nearest and safest route to designated gathering areas.

Prior to the first day of school, teachers must post evacuation instructions and appropriate exit in each room near the door.

- Teachers should bring rosters of students and take attendance. Missing students should be reported according to the school safety plan.
- Students and staff should follow school evacuation plans to clear the building
- Staff should promote and maintain an orderly, calm and quiet exit as quickly as safely possible.

Lockdown/Shelter-in-Place

Depending on the circumstances, it may be necessary to have all students remain in the classroom for their safety. In this event either the "lockdown" or "shelter-in-place" command will be given over the intercom.

- "Lockdown" – When "lockdown" is called there is an immediate threat and all staff and students should follow the lockdown procedures as outlined in ARRSD Safety Plan.
- "Shelter-in-place" – When "shelter-in-place" is called there is not an immediate threat, but students should not be in the common areas of the building. Students should remain in their classroom but instruction should continue as usual.

These procedures are available in the ARRSD Safety Plan. They are expected to be posted in each room and will be reviewed and practiced periodically through drills.

Run, Hide, Fight

In rare cases, the district must rely on teachers and staff to make their own decisions. These are cases when an act of violence is taking place in the building. The school will call for a lockdown. Once the lockdown has been called the employees must assess whether they feel they and/or their students are in imminent danger. If it is felt that imminent danger is upon you then you must make a choice.

Run – to the nearest and safest exit with students and seek shelter outside based on the directive of emergency officials if present or own judgment if they are not yet present.

Hide – take shelter in a classroom, following the lockdown procedures, and wait for clearance from a safety official.

Fight – as a last resort if a violent intruder should come in your room, go after them by throwing objects at the intruder. Then do your best to subdue the intruder and/or get away from the intruder until safety officials arrive.

Student Accident Procedure

Illness or injury that occurs during the school day should be reported to the nurse's office. The nurse should handle all first aid cases. After school hours, the faculty or staff member will inform an administrator and contact the parent or guardian. Emergencies must be reported immediately, and, if necessary, the nurse or administration will call for a doctor or ambulance.

No medicine or drugs, including aspirin, may be administered by a teacher.

ALL ACCIDENTS MUST BE REPORTED TO THE OFFICE AND AN ACCIDENT FORM MUST BE COMPLETED.

Communicable Diseases

Refer to School District Policy guidelines.

Housekeeping

Keys and Security

Classrooms will be locked when vacant.

Keys issued will be collected at the end of the year for classrooms, etc., and at the end of the coaching seasons. Lost keys should be reported immediately to the administration. Faculty and staff must not duplicate keys.

Classrooms

Teachers should keep the classrooms neat and orderly. Classroom materials and supplies should be stored in classroom cabinets, closets, and other designated areas. Custodians will sweep/vacuum the floor and empty the waste baskets regularly. If conditions are not satisfactory, make your concern known to the Principal/Dean of Students and not directly to the custodian. In a case where major repairs are needed, please submit requests through the principal.

Teachers are responsible for keeping furniture organized, litter off of the floor, and marks off of furniture. Whiteboards/chalkboards should be kept clean.

Textbooks, Furniture and Equipment

It is the responsibility of the teacher to see that textbooks are properly cared and accounted for. Accurate records need to be kept, a minimum of wear and damage allowed, and badly damaged and lost items reported to the appropriate administrator. If books or other items are damaged or lost, the teacher should give written notice to the office on the forms provided by the office. The office will take responsibility for billing and collecting the money. If lost books or other items are returned to the teacher after billing has occurred, the teacher must inform the office, the items can be removed from the billing list.

At the end of the school year, the teacher is responsible for collecting all issued textbooks and equipment.

Supplies

Supply and equipment requests should be made in writing to school administration.

Use of Equipment

No materials shall be removed from any school building without the express permission of the principal. All individuals or groups are liable for any materials that are signed out.

Building Use Form

Anyone requesting to use the building after school hours should complete a building use form.

Teachers' Area(s)

All rooms designated as teachers' lounge or work areas should be kept neat and clean. These areas are OFF LIMITS TO STUDENTS.

Other

Communication and Chain of Command

All staff members should know and respect the school department organization, which goes from staff member to department head (if applicable), to dean of students or assistant principal, to principal, to superintendent, to school committee. Omitting any one of these steps in registering a request or a complaint is a breach of professional ethics. It damages the integrity of the system and reduces the individual's value to it.

Individual Orders and Purchases

Unless prior approval of the principal has been granted, the Athol-Royalston Regional School District will not be responsible for individual teacher purchases (e.g., book clubs, books ordered on approval, and paperbacks for the classroom).

Lists of Student Names

No employee of the school may furnish lists of names and addresses of students to anyone other than school officials. If such a request is made of a teacher, refer the request to the principal.

New Teacher Mentoring

All new teachers will be assigned a veteran teacher to serve as his/her mentor per the master contract and mentoring will be in accordance with MA DESE New Teacher Induction regulations.

Professional Organization

The Athol Teachers Association is the local professional association. Membership in this association also requires membership in the Massachusetts Teachers' Association and the National Education Association.

Student Records

Teachers and other school personnel who work directly with students may have access to student records for educational purposes. However, to insure the confidentiality of such records, regulations require that in general, no individuals or organizations other than the parent, student, or appropriate school personnel are allowed access to information in the student record without written consent of the parent or student. Questions regarding records should be directed to the district guidance coordinator or building principal.

Student Teachers

Teachers accepting a student teacher are expected to maintain a level of instruction comparable to your own. It is improper and unrealistic to leave a student teacher completely alone for long periods of time. The class remains your responsibility. Discuss and evaluate the student teacher with the principal.

Summer School

Teachers may recommend a student who is failing to make adequate progress for summer school consideration. The teacher will provide the principal/guidance with documentation to support recommendations for/against a student's attending summer school. In cases where a student or parent appeals such a recommendation, the principal will make the final determination.

Videotaping in Class

Teachers who wish to videotape in-class activities must first get approval from the administration. Current litigation related to individual privacy issues requires prudent use of recording devices in the educational setting.

Visitors

All visitors shall report to the main office. Permission may be granted to visit a classroom or individual by the principal or a designated administrator. Visitor passes may be given to students from other schools.

There is no soliciting by non-school interests without the approval of the principal. Visitors are often guided by a member of staff and/or a student throughout the building. Please do not interrupt your class work when they (or an administrator) pass through unless an indication is made to do so.

Professional Boundaries

It is essential that staff members maintain appropriate professional boundaries with students and with colleagues. Employees are prohibited from establishing personal relationships with students that are unprofessional and that could be deemed inappropriate. A professional distance should be maintained at all times.

Child Abuse Law—Mass. General Law 51A

In accordance with the Massachusetts statute on child abuse, all staff are considered mandatory reporters and have a legal responsibility to report all suspected cases of child abuse or neglect. Contact the guidance office or administration immediately with any concerns you have about a child being neglected or abused.

Confidentiality

Students and parents must be able to trust that the school will keep personal/private information confidential. Be sure that confidential student information is safeguarded. Hold conversations about students only with those who are in need of the information and have these conversations in areas that are private. Be mindful as well not to discuss student issues outside of school.

Dress Code for Faculty and Staff

While there is not a formal dress code for staff and teachers, all employees should dress appropriately and professionally.

Assemblies

During school-wide assemblies, all teachers and staff are expected to accompany and supervise their students. Students should be informed of the purpose of the assembly prior to the event and should understand what behavior is appropriate.

Warnings/Communication Home

With regard to behavioral or academic concerns, parents should be notified immediately of any concerns. All communications should be documented. Teachers are encouraged to provide parents with updates on positive student achievements.

Meetings

Teachers are required to attend all scheduled meetings, including department, common planning, and faculty meetings. The school administration will make every effort to provide meeting dates and times well in advance.

Lesson Planning

Teachers are expected to plan lessons that align to state frameworks and that adhere to the characteristics of quality teaching/learning that are outlined in the District Learning Walk Tool.

Supervision in Corridors

Supervision in the corridors and all areas of the school are a shared responsibility. Teachers should monitor both their classrooms and the halls to the best of their ability at all times. All staff must be present for their assigned duties. In the event that you are absent, be sure to arrange replacement coverage or notify the administration.

Mandated Trainings

All staff are required to sign off that they have completed, understand, and agree to abide by the various mandatory trainings (sexual harassment, conflict of interest, physical restraint, etc.) at the beginning of each school year.

Substitutes

Teachers are to leave clear and concise directions and procedures for substitutes to follow. Any pertinent information related to individual student needs or classroom dynamics should be included, especially if it is related to any student's health and/or safety. Substitutes are expected to follow teacher plans and leave a report at the conclusion of the school day. If a substitute encounters any issues of concern, he or she should report the issue to both the teacher and the administration.

Use of Media

Any video or multi-media material that is used in the classroom must be directly tied to the District-approved curriculum and be in support of instructional objectives. Any use of movies in the classroom must be approved by the building principal.

Laws & Policies

Display of National Flags: Pledge of Allegiance

(Chapter 71, Section 60, General Laws of Massachusetts relating to School Committees)

The school committee shall provide for each schoolhouse under its control, which is not otherwise supplied, flags of the United States of silk or bunting not less than two feet long, such flags or bunting to be manufactured in the United States, and suitable apparatus for their display as hereinafter provided. A flag shall be displayed, weather permitting, on the school building or grounds on every school day and on every legal holiday proclaimed by the governor or the President of the United States for special observance; provided, that on stormy school days, it shall be displayed inside the building.

A flag shall be displayed in each assembly hall or other room in each such school where the opening exercises are held. Each teacher shall cause the pupils under his charge to salute the flag and recite in unison with him at said opening exercises at least once each week the "Pledge of Allegiance to the Flag". A flag shall be displayed in each classroom in each such schoolhouse. Failure for a period of five consecutive days by the principal or teacher in charge of a school equipped as aforesaid to display the flag as above required, or failure for a period of two consecutive weeks by a teacher to salute the flag and recite said pledge aforesaid, or to cause the pupils under his charge so to do, shall be punished for every such period by a fine of not more than five dollars. Failure of the committee to equip a school as herein provided shall subject the members thereof to a like penalty.

(Amended by St. 1935, C. 258; St. 1969, C.77; St.1977,c.333)

An Act Prohibiting the Practice of Hazing

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17: 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 hundred days, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public 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.

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

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

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

School Committee Policy 8/20/86

Computer Ethics Policy

ANY INDIVIDUAL WILL BE CONSIDERED IN VIOLATION OF THE APPROVED CODE OF CONDUCT IF THEY ARE INVOLVED IN:

- Unauthorized entry into a file, either to read or to change information.
- Unauthorized transfer of files.
- Unauthorized use, destruction, or tampering of another individual’s, company’s or school’s computer account or work.

- Use of computer facilities to interfere with the work of another student, faculty member, or school district operation.
- Unauthorized entry into a network, time-share or on-line system on site or in remote locations.
- Use of computers or computer facilities to send or create obscene, abusive, or threatening messages.
- Illegal account use.
- Malicious or irresponsible use of, willful destruction, negligent action, or disabling or damaging any computer facilities, equipment or software.
- Theft of equipment, time, services, or software belonging to the school, faculty, community, business, or corporation, or another student.
- Exceeding either the printing or computing allocation by an excessive amount.
- Printing large quantities of blank or nearly blank pages in the printer.
- Selling, trading, or serial loading of software or manuals with a copyright.
- Unauthorized use of school equipment or software for private financial gain.
- Non-disclosure of improper events, such as accidentally viewing passwords and not reporting it to the appropriate authority.
- Attempting to break into a system, discover a security code, name or password, or circumventing a security or copyright scheme.
- Attempting to undermine or thwart any computer related rule, procedure, security measure, or common sense courtesy.

Public Complaints About School Personnel

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district, which includes or implies a demand for action by school authorities. Other comments, suggestions, and/or concerns will be promptly referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unresolved, either party may move the complaint to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will inform his/her supervisor of the complaint
2. If a complaint comes first to the principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no judgments whatsoever. If the complaint involves a particular employee, the supervisor will promptly inform that person of the complaint and will arrange a conference between the complainant, the person criticized, and the supervisor (if necessary). At Superintendent's level, supervisor refers to the Chairman of the School Committee. If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the Complainant to file his/her complaint in writing and return it.

3. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
4. When a written complaint is received, the principal or other supervisor will promptly schedule a conference with himself/herself, the complainant, the person criticized, and if advisable, the department chair or other person that either the supervisor, the person criticized or the complainant feels could contribute to resolution of the problem.
5. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the superintendent, who will promptly handle the complaint personally or refer it to his/her designee.
6. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled school committee meeting. The decision of the committee will be communicated in writing to all interested persons.

Sexual Harassment Policy

All individuals will have the right to participate in a safe, supportive work and/or learning environment without the fear of violence or sexual harassment.

Definition: Sexual harassment is unwanted sexual attention from peers, teachers, staff, or anyone the victim may interact with in order to fulfill school duties, where the victim's responses may be restrained for fear of reprisals.

Sexual harassment is a serious matter that is forbidden in any form in our schools. The following behaviors are not allowed:

- Staring or leering with sexual overtones
- Spreading sexual gossip
- Unwanted sexual comments
- Pressure for sexual activity
- Any unwanted contact of a sexual nature

Sexual harassment is against the law. It is illegal in the workplace under the federal Civil Rights Act, Title VII, and in the schools under the Civil Rights Act, Title IX. It also is illegal under state human rights statutes and may also be a criminal offense under state and local assault and child abuse laws.

It is the intent of this policy to make sure that all complaints of sexual harassment are dealt with thoroughly and compassionately. In cases where the facts are unclear, an administrator may attempt to resolve the complaint through a face-to-face meeting between the victim and the alleged offender, or by encouraging the victim to write a letter to the alleged offender, or in other ways not involving disciplinary action. In all cases where disciplinary action is appropriate, both parties shall have full due process rights.

An individual found to have violated this policy should be subject to appropriate disciplinary action as a direct result of a complete investigation. If the investigation reveals criminal acts, then the proper authorities will be notified immediately.

Anyone who feels he or she has been subject to sexual harassment should seek the help of an individual who is closest to the situation and who they feel comfortable with (teacher, guidance counselor, parent/guardian, school nurse, assistant principal, fellow staff members, building principal). A high degree of confidentiality will be maintained at all times to protect both victim and offender.

Any attempt at reprisals, threats or intimidation of the victim will be treated as a serious offense and will be subject to expulsion or criminal prosecution.

Services for Home/Hospital Students

The school Principal will provide Parent/Guardian with the Physician Statement (28R/3) form to be completed and signed by the student's physician. The person signing this form must be a medical doctor, not a psychologist. Once this has been returned to the Special Education Office and approved by the Director of Special Education, the Special Education Office will initiate contact with a home tutor to plan services or contract with a hospital-assigned tutor and inform the Principal whom the tutor will be. There is no waiting period (required absence days) for services to begin. The school Principal will direct the Guidance Counselor to contact each of the student's classroom teachers and assist the tutor in contacting teachers for materials, transferring grades, etc. and to change attendance status. The completed Physician Statement will remain on file in the Special Education Office.

In the case of students attending private school at parent expense, Home/Hospital services are available if the child has been found to be a student with special educational needs. In cases where a child is not a child in need of special educational services, the District will consider the Physician's Statement and the impact of that statement on the child's status. Services can be provided or a determination to make a referral for testing or additional information may be requested depending on the circumstances. Each request will be considered on an individual basis. The Physician's Statement must be completed and sent to the Special Education Office.

Athol-Royalston Regional School District

Handbook Policies, Laws, and Regulations

This section must be included in all student and staff handbooks.

Equal Access & Non-Discrimination

ATTENDANCE LAWS

School is compulsory for students under the age of sixteen. A student may be considered truant and court proceedings initiated when the student accumulates seven unexcused absences in a six-month period. (See MGL Ch. 76, S. 2).

STUDENT RECORD REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records
2. Make copies of these records
3. Receive a list of all individuals having access to these records
4. Ask for an explanation of any item in the records
5. Ask for an amendment to any report on the grounds that it is inaccurate, or violates the child's rights
6. A hearing on the issue if the school refuses to make an amendment

If there are any questions, please feel free to contact Darcy Fernandes, Superintendent/504 Coordinator for the Athol-Royalston Regional School District at (978) 249-2400.

23.01: Application of Rights

603 CMR 23.00 is promulgated to insure parents and students' rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

23.02: Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel shall consist of three groups:

(a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an

administrative, teaching, counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

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

(c) The Evaluation Team which evaluates a student.

Eligible student shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the school committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team shall mean the team which evaluates school-age children pursuant to M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

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

Release shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

School committee shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c. 71B (Chapter 766) approved private school.

Student shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603, CMR 23.00 shall not include a person about whom a school committee maintains information relative only to that person's employment by the school committee.

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student record, which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

23.03: Collection of Data: Limitations and Requirements

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary record shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the record. Standardized group test results that are added to the temporary record need only include the name of the test and/or publisher, and date of testing.

23.04: Personal Files of School Employees

The term student record does not include notes, memory aids and other similar information that is maintained in the personal files of a school employee and is not accessible or revealed to authorized school personnel or any third party. Such information may be shared with the student, parent or a temporary substitute of the maker of the record, but if it is released to authorized school personnel it becomes part of the student record subject to all the provisions of 603 CMR 23.00.

23.05: Privacy and Security of Student Records

(1) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.

(2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.

(3) The principal and superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

23.06: Destruction of Student Records

(1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

(2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

(3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

(4) In accordance with M.G.L. c 71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

23.07: Access to Student Records

(1) **Log of Access.** A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

(a) authorized school personnel under 603 CMR 23.02(9) (a) who inspect the student record;

(b) administrative office staff and clerical personnel under 603 CMR 23.02(9) (b), who add information to or obtain access to the student record; and

(c) school nurses who inspect the student health record.

(2) **Access of Eligible Students and Parents.** The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

(3) **Access of Authorized School Personnel.** Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

(4) **Access of Third Parties.** Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such

students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71; section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

(5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The parent has been denied visitation or has been ordered to supervised visitation, or
3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

(b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the principal annually. The initial request must include the following:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
2. An affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

(c) The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

(d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

(e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

23.08: Amending the Student Record

(1) The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

(2) The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information, which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.

(b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

23.09: Appeals

(1) In the event that any decision of a principal or his/her designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent,

they shall have the right of appeal to the superintendent of schools. Request for such appeal shall be in writing to the superintendent of schools.

(2) The superintendent of schools or his/her designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, the superintendent of schools or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

(3) In the event that the decision of the superintendent of schools or his/her designee is not satisfactory to the appellant in whole or in part, the appellant shall have the right of appeal to the school committee. Request for such appeal shall be in writing to the chairperson of the school committee.

(4) The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.

(a) School officials shall have the burden of proof on issues presented by the appellant.

(b) The appellant shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence, to make a tape or other recording of the proceedings, and to receive a written decision within two weeks after the hearing.

(c) If the appeal concerns statements by an employee of the school committee, such person(s) shall have the right to be present and to have an advocate of his/her own choosing.

(5) Nothing in 603 CMR 23.00 shall abridge or limit any right of an eligible student or parent to seek enforcement of 603 CMR 23.00 or the statutes regarding student records, in any court or administrative agency of competent jurisdiction.

23.10: Notification

(1) At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights and those copies of 603 CMR 23.00 are available to them from the school.

(2) In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

23.11: Monitoring

The Department of Education may, pursuant to a request by an eligible student or parent or on its own initiative, conduct reviews to insure compliance with 603 CMR 23.00. The school committee and the specific school(s) involved shall cooperate to the fullest extent with such review.

23.12: Severance Clause

The provisions of 603 CMR 23.00 is severable and should any section be found upon judicial review to exceed the authority of the State Board of Education, the remaining sections should not be affected.

EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

TITLE IX- CHAPTER 662

NON-DISCRIMINATION

In compliance with the requirements by the federal government (Title IX of the education Amendments of 1972, and the implementing regulations) and the Massachusetts state government (Chapter 622 of the Acts of 1971, and the implementing regulations) the Athol-Royalston Regional School District shall prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability, handicap and sexual orientation, gender identity, gender identity, in regard to hiring practices by any and all schools and departments and also in regard to pupil admission to schools, courses of study, activities and any other opportunities for pupils made available within the School System. Please see page 48 to review the procedure to have a complaint or concern about harassment or discrimination investigated. Any concerns or complaints regarding discrimination, please contact Molly Superchi 978-249-2430, msuperchi@arrsd.org.

In addition, under Section 504 of the federal Rehabilitation Act of 1973, and other relevant law no otherwise qualified handicapped individual shall, solely by reason of a handicap, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity.

Any student or employee of the Athol-Royalston School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, race, color, religion, gender identity, or national origin in violation of this policy, may file a written complaint.

A local complaint procedure has been established and any such complaint should be addressed to your students building principal.

The principal/assistant principal shall cause a review of the written complaint within ten working days after receipt of the written complaint. If the complainant is not satisfied with such response, he/she may submit a written appeal to the School Committee indicating with specifics the nature of the disagreement, stating his/her reasons for such disagreement. A copy of the written complaint shall then be provided to each member of the School Committee.

The School Committee shall consider the appeal which will be listed for action by the School Committee on the next regularly scheduled School Committee agenda. The School Committee shall permit the complainant to address the School Committee in public or in closed session, as appropriate and lawful. Any individual has the right at any time to address inquiries regarding their civil rights to the Office of Civil Rights, Boston, MA.

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, religion, nationality, gender identity, and physical and intellectual differences.

To accomplish this, the committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions programs. The law reads as follows.

“No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantage, privileges and course of study of such public school on account of race, color, sex religion, gender identity, national origin or sexual orientation.”

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance and extracurricular and athletic activities.

AVAILABILITY OF IN-SCHOOL PROGRAMS FOR PREGNANT STUDENTS

1. Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth, are permitted to return to the same academic and extracurricular program as before the leave.
2. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a broad civil rights law that protects the handicapped or disabled individuals in programs that receive federal funds.

Under this Act, a qualified disabled person is “one who has had a physical or mental disability which substantially limits a major life activity or, has a record of such or is regarded as disabled

by others.” Major life activities include the ability to care for one self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. A disability need only limit one major life activity for an individual to be eligible.

Typically, students with disabilities who do not qualify for special education under IDEA do qualify under Section 504. These disabilities might include students with Attention Deficit Disorder (AD/HD), students with AIDS, heart conditions, and other physical disabilities such as severe asthma, juvenile diabetes, severe arthritis, cerebral palsy, etc. All of these conditions under 504 allow a student to receive the necessary related services to make their education comparable to non-disabled students.

Services given to students under section 504 are considered the responsibility of regular education, as they are not in need of basic skills help and can function with adjustments in the regular classroom.

Many of the specific regulations found in IDEA do not apply to Section 504. However, the due process rights of students and parents or guardians are protected and a specific grievance procedure must be in place including the right to mediation or an impartial hearing and the right to be represented by an attorney. If students are thought to have a disability under Section 504, they have a right to an evaluation. A team knowledgeable about the student will make recommendations regarding modifications and/or placement in the least restrictive environment. A written plan must be developed documenting the presence of a disability, which limits a major life activity, and a statement of the adjustments that will be made.

POLICIES AND PROCEDURE SECTION 504 OF THE REHABILITATION ACT OF 1973

A. Statement of Intent:

It is the policy of Athol-Royalston Regional School District to comply with all the relevant and applicable provisions of Section 504. The Athol-Royalston Regional School District will not discriminate against its personnel or students because of a person’s physical or mental disability. The Athol-Royalston Regional School District will also make reasonable adjustments wherever necessary for all employees or applicants with disabilities and students provided that any adjustments made do not require significant difficulty or expense. The Athol-Royalston Regional School District policy of nondiscrimination applies to all personnel and employment practices (See ADA policies and practices) and all public preschool, elementary and secondary programs and activities.

B. Access to Programs and Services

The Athol-Royalston Regional School District will review all procedures used to identify student’s eligibility under Section 504, and access to appropriate educational services.

The principal of the building is responsible for Section 504 for the Athol-Royalston Regional School District and has the complete support of management in the implementation of this program.

Any person having inquiries concerning The Athol-Royalston Regional School District's compliance with Section 504 is directed to contact:

Darcy Fernandes
Superintendent of Schools
1062 Pleasant Street
Athol, MA 01331
(978) 249-2400

or

John Salovardos
Director of Pupil Services
1062 Pleasant Street
Athol, MA 01331
(978) 249-2403

Student Safety

TOBACCO FREE ZONE

Use of any tobacco products within the school buildings, school facilities, on school grounds, including vehicles or school busses by any individual, including school personnel and students, is prohibited at all times.

ALCOHOLIC BEVERAGES IN SCHOOL

Chapter 272, Section 40A. Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purposes, in any public school building, or on any premises used for public school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both; provided, however, that a school committee of a city, town or district may authorize a public or nonprofit organization using a public school building with its permission during non school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of section fourteen of chapter one hundred and thirty-eight.

STUDENT DRESS

Chapter 71, Section 83. School officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness.

EYE PROTECTION

Chapter 71, Section 55C. Each teacher and pupil of any school, public or private, shall, while attending school classes in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective

device, approved by the department of public health. Each visitor to any such classroom or laboratory shall also be required to wear such protective device.

IMMUNIZATION LAWS

MGL Ch.76, S. 15. No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.

ADMINISTERING OF MEDICINE IN SCHOOL

The Athol-Royalston Regional School District Committee has adopted the state policies and procedures (105 CMR 210.00) concerning regulations governing the administration of prescription medications in public and private schools, and to adopt (105 CMR 210.007) training of school personnel responsible for administering prescription medication written by the Massachusetts Department of Public Health School Health Unit.

PHYSICAL RESTRAINT POLICY

The Athol-Royalston Regional School District complies with the Department of Elementary and Secondary Education (DESE) restraint regulations, 603 C.M.R. 46.00 et seq., as required by law. These regulations apply not only while attending school, but also at school-sponsored events and activities, whether or not on school property. Copies of this law are available at <http://www.doe.mass.edu/lawsregs/603cmr46.html>, and in the office of the principal.

The Athol-Royalston Regional School District uses non-violent restraint such as redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort.

PROHIBITION AGAINST FIREARMS IN SCHOOLS

Chapter 269, Section 10. 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 person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

SCHOOL SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present and only upon the prior approval of the school superintendent or one of his/her designees, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

2. LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

3. AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Legal references: State v. F.W.E., 360 SO. 2D 148 (FLA. APP. 1978), ZAMORA v. POMEROY, 639 F.2D 622 (10th CIR. 1981), State v. D.T.W. 425 SO. 2D 1383 (FLA.APP.1983)

19J POLICY SOLICITATIONS BY STUDENTS

The Athol-Royalston Regional School District shall strive to safeguard the students and their parents from money raising plans of outside organizations, commercial enterprises and individuals.

This policy applies particularly to ticket sales and sales of articles or services except those directly sponsored or handled by the school authorities.

School sponsored or school approved activities must have the approval of the principal who will submit the proposal to the school committee in advance for information. Door to door sales projects are discouraged by the committee, but may be conducted by individual parent or student groups. Students in grades K-8 are required to be accompanied by a parent or guardian. Students in grades 9-12 need not be accompanied by a parent or guardian. Such sales will be limited to family and friends only and solicitation will not take place in public places (e.g. stores, malls, post offices, etc). Administrators and teachers will not be responsible for the distribution of materials or the collection of funds. Any such project shall be for the benefit of the students enrolled in schools only. The secondary students shall be involved in determining how the money raised shall be spent.

All participants shall be voluntary with written parent consent. On all school committee, approved projects, published information related to advertising, tickets, and other materials must carry the name of the sponsor. The use of the title, Athol-Royalston Regional School District, shall not be used on any materials, notices or advertising without the specific consent of the school committee.

The administrators of the school sponsoring the fundraising activities shall be responsible for the proper administration of each project in accordance with the provisions of the state law and appropriate accounting practices and procedures. All monies collected shall be deposited in the proper school account, subject to the administration of the regional school treasurer, such as, high school revolving account; middle school revolving accounts, elementary trust fund.

DISTRIBUTION OF PRINTED MATERIALS

Students of the Athol-Royalston Regional School District may distribute such materials with the approval of the building principal, at a place and time designated by the principal. Such place and time shall be determined to avoid disruption of the educational process. The committee instructs the principal to take appropriate legal action against distributors of printed materials deemed obscene or libelous or otherwise in violation of the law under the Commonwealth of Massachusetts or of the United States of America.

The school committee recognizes that distribution of such materials on public property, not part of the school premises, is not within its jurisdiction. Therefore, students may distribute such printed materials on the sidewalk area along Main Street or other approaches to the school as they see fit. The committee cautions students that they are not immune from prosecution for offenses against the laws of obscenity and libel and other pertinent statutes.

ATHOL-ROYALSTON REGIONAL SCHOOL DISTRICT INTERNET USE POLICY

Overview

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teacher, staff and ultimately students, is to promote educational excellence in the Athol-Royalston Regional School District by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may

be some material or individual communications which are not suitable for school-aged children. The Athol-Royalston Regional School District views information gathered from the Internet in the same manner as information gathered from other reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and utilization of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

In the schools, student access to, and use of, the Internet will be available through a school designated account and will be carried out at teacher direction and monitored as any other classroom activity. Training will be provided. Every school complies with the CIPA (Children's Internet Protection Act). The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. The district staff has the right and obligation to monitor student Internet activities. Internet access is a privilege, not a right. It shall be the policy of the Athol-Royalston Regional School District that every student who uses the District's internet connection shall have on file, at each school that the student attends, the official "Athol-Royalston Regional School District Contract Regarding the Use of the Internet" which is signed and dated by both the student and a parent/guardian. The Principal of each school shall be responsible for adherence to this policy and place such contracts in the student's temporary file. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any use violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other district disciplinary options.

1) Acceptable Use

- Student use must be in support of education and research consistent with curriculum
- Student use must be consistent with the rules appropriate to any network being used/accessed.

2) Unacceptable Use

- Unauthorized use of copyrighted material is prohibited.
- Threatening or obscene material is prohibited.
- Distribution of material protected by trade secret is prohibited.
- Use for commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.
- Plagiarism is prohibited.

3) Netiquette

- Do not watch when others type in their passwords.
- Be polite.
- Do not use vulgar or obscene language.

- Do not reveal your own home address, telephone #, or telephone # of others.
- Use caution when revealing your school address or e-mail number (or those of others).
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.

4) Security

- If you identify a security problem, notify a teacher/administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to log on as another user will result in cancellation of your privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- The student user must notify their teacher/administrator of any change in account information.
- The student user may be occasionally required to update registration, password and account information in order to continue Internet access.
- The student user must use school accounts on school grounds.

5) Vandalism/Harassment

- Vandalism is defined as any malicious attempt to harm or destroy data or another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail.
- Vandalism and/or harassment will result in the cancellation of privileges.

6) Penalties

- Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of privileges and any other district disciplinary options, including criminal prosecution.
- School and district administrators will make the determination as to what constitutes unacceptable use and their decision will be final.

The Athol-Royalston Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Athol-Royalston Regional School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

All terms and conditions as stated in this document are applicable to all users of the Internet. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the state of Massachusetts and the United States of America.

Student Discipline

REGULATIONS AND LAWS REGARDING STUDENT DISCIPLINE

Due process is a right of all students. The standards for minimum due process for suspensions from school for ten days or less are set forth in Goss v. Lopez.

To ensure the safety of all students and faculty, the following laws, memorandums, and case law also affect students and teachers in the Athol-Royalston Regional School District.

DISCIPLINING STUDENTS WITH SPECIAL NEEDS

All students are expected to meet the requirements for behavior as set forth in this handbook. However, students eligible for special education are entitled to certain additional protections under state and federal law.

Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC 1401 et.seq. (“IDEA”) and its implementing regulations (34 CFR 300 et. seq.).

Students eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student’s disability.

Any time school personnel seek to remove a student from his or her current educational placement for more than ten school days in a school year, this constitutes a “change of placement” and invokes certain procedural rights including but not limited to a review by the IEP Team of the relationship between the student’s disability and the behavior subject to the disciplinary action, which is referred to as a Manifestation Determination.

If the behavior is a manifestation of the student’s disability the student’s Team will conduct a functional behavior assessment and develop a behavior intervention plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a behavior intervention plan is already in place, the Team will review the plan and revise it accordingly. The student will also be returned to his educational placement unless the parent and the school agree otherwise.

If the behavior is not a manifestation of the student’s disability, then the student may be removed from his educational placement to the same extent that a regular education student would be removed, provided that the special education student must continue to receive educational services to enable the child to continue to receive his special education services in order to participate in the general education curriculum, although in another setting, and to continue to progress toward meeting the goals set out in the student’s IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment and behavior intervention plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student’s behavior is determined to be a manifestation of the student’s disability. These situations include when a special education student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability. A student may also be placed in such a setting 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.

If a special education student commits an offense, which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.

For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at www.doe.mass.edu/sped/prb/. Additionally, copies of the state and federal special education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at www.doe.mass.edu/bsca/ or can be requested from the Director of Special Education at 978-249-2403.

DISCIPLINE OF STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates the Student Code of Conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

1. The parent of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student is in need of special education and related services; or
2. The parent requested an evaluation of the student; or
3. District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility. If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner.

DISCIPLINE OF STUDENTS ON 504 PLAN

School personnel may not suspend a student on a 504 plan for more than ten consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students. Please contact the principal of the School.

DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- A. the disciplinary offense;
- B. the basis for the charge;
- C. the potential consequences, including the potential length of the student's suspension;
- D. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- E. the date, time, and location of the hearing;
- F. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and

parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute

the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

Possession of a dangerous weapon, possession of a controlled substance, or assault of staff

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) 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 the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of felony delinquency complaint

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

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

STUDENT ARRESTED

The Principal of the school may suspend, exclude or place on academic probation, a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student found guilty of a felony and who is not removed from school, may be placed on academic probation and may not participate in any extracurricular activities, i.e., sports, student council, class offices, NHS, plays, dances. When a student is placed on academic probation he/she will have the right to attend school during the academic day only. The duration of the academic probation will be determined by the principal. (Refer to MGL Chapter 71, Sect. 37H1/2

STUDENT DISTURBANCES

The school committee recognizes the authority of the school administrator to administrate and provide the best possible education for the student or students in his/her school.

Any student who deliberately disrupts the orderly process of education, no matter the pretext, will be subject to immediate suspension from school, and the principal of the school will make any recommendations as to the final disposition of this disciplinary action.

This includes any organized disturbance, sit-down strike, walkout, bomb scare, false alarm, or any serious vandalism. In the event a large number of students leave the premises or disturb the premises, the principal and other staff members in conjunction with the local police, will disperse this gathering, attempt to make identification of those participating and immediately suspend those students involved. The leader of the organized disturbance will be recommended for immediate expulsion.

DISRUPTION AND HARASSMENT OF SCHOOL ACTIVITIES

Any student or group of students who disturb or harass students and school activities will be subject to immediate suspension from school and possible exclusion by the building principal, or may be expelled by the school committee.

CHAPTER 722 - AN ACT INCREASING THE PENALTIES FOR DEFACING OR DESTROYING STATE, COUNTY OR MUNICIPAL PROPERTY:

Section 96: Whoever willfully, intentionally and without right defaces, marks or injures the walls, wainscoting or any other part of any building belonging to the Commonwealth, or the

appurtenances thereof, by cutting, writing or otherwise, shall be punished by a fine of not less than one hundred thousand dollars or by imprisonment for not more than two years. Any person convicted under the provisions of this section shall, in addition to any fine assessed, reimburse the Commonwealth for the total amount of damages incurred.

Harassment & Bullying

SEXUAL HARASSMENT POLICY

I. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of basis for employment decisions or education development.
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
 - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
 - Displaying sexually suggestive objects, pictures, cartoons;
 - Inquiries into one’s sexual experiences; and,
 - Discussion of one’s sexual activities.
- All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individual for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

II. Complaints of Sexual Harassment

If any of our employees or students believe that he or she has been subjected to sexual harassment, they have the right to file a complaint with our organization in writing or orally. If you would like to file a complaint, you may do so by contacting the Superintendent of Schools, 1062 Pleasant Street, Athol, MA. 01331, (978)249-2400.

This person is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

III. Sexual Harassment Investigation

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

IV. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or suspension from school, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances.

V. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below.

Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC),
1 Congress Street - 10th floor,
Boston, MA 02114 (617) 565-3200
2. The Massachusetts Commission against Discrimination (MCAD)
Boston Office: Springfield Office
Room 601 Room 220
Boston, MA 02108 Springfield, MA 01103
(617) 727-3990 (413) 739-2145

SEXUAL HARASSMENT POLICY/COMPLAINT PROCEDURE FOR STUDENTS

PURPOSE

To create for all Athol-Royalston Regional School District students a study environment free of sexual harassment.

The Athol-Royalston Regional School District is committed to safeguarding the right of all persons associated with the Athol-Royalston Regional School District, including students, employees, school committee members and volunteers to a work and educational environment that is free from

all forms of sexual harassment. Therefore, the Athol-Royalston Regional School District condemns and prohibits all sexual harassment on its premises.

All individuals associated with the District, but not necessarily limited to the School Committee, the administration, the staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Sexual harassment by a student will result in disciplinary action up to and including expulsion. Sexual harassment by others will result in their being excluded from School premises or if it is required that they enter the premises, they will be accompanied by a District representative at all times.

If the sexual harassment is criminal in nature, the offense shall be reported to the police department as well as the Title IX Coordinator. If the sexual harassment requires the intervention of State social service or protective agencies, the proper authorities will be contacted. In these circumstances, the School's attorney will be immediately contacted to give advice and guidance on how to process these actions with the appropriate authorities.

Any student who believes that he or she has been subjected to sexual harassment should make a complaint to any administrator, the Title IX Coordinator, or directly to the Superintendent, so that appropriate action may be taken at once.

Management representatives are charged with the responsibility of discouraging any sexually harassing behaviors within or outside of their areas of supervision. This includes directly confronting the harasser when a management representative observes harassing behavior, and immediately reporting the activity to the Title IX Coordinator.

The Title IX Coordinator will investigate complaints promptly, and corrective action will be taken where appropriate. No person will suffer retaliation or intimidation as a result of using the internal complaint procedure.

A copy of this policy and its accompanying regulations are posted in appropriate places, and made available to individuals upon request.

The Title IX Coordinators for the Athol-Royalston Regional School District are:

Molly Superchi
Title IX Coordinator
1062 Pleasant Street
Athol, MA 01331
978-249-2430

Legal References: Title VII, Section 703, Civil Rights Act 1964 as amended

45 Federal Regulations 746776 issued by Chapter 622/EEOC Title IX of 1972 Education Amendments

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of a student's education; or
2. Submission to or rejection of such conduct is used as a basis for education decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the educational opportunities, grades and/or the learning environment of a student.
5. Offering or granting favors or educational benefits, such as grades or recommendations, in exchange for sexual favors.

Other sexual harassing behavior directed towards students, whether committed by management, staff, or students, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Sexually explicit language or gestures;
3. Touching that an individual interprets as sexual in nature;
4. Any unwelcome physical contact;

5. The presence of sexually provocative photographs, pictures or other material, and the telling of sexual stories or jokes;
6. Verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

COMPLAINT PROCEDURE

INFORMAL PROCESS FOR STUDENTS

In determining whether an alleged incident constitutes sexual harassment, the Title IX Coordinator will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure outlined below, unless the Title IX Coordinator is the subject of the complaint.

1. Any student of the District who believes that he/she has been subjected to sexual harassment is to report the incident(s) to any administrator, Title IX Coordinator, or directly to the Superintendent. The administrator and/or Superintendent are to immediately contact the Title IX Coordinator. A written record of the complaint will be made by the party receiving the complaint. A separate file system will be maintained, apart from the student's personal record, regarding these complaints and as to all matters relating to the complaints.
2. If the alleged harassment involves the Title IX Coordinator, the Superintendent of Schools will act as the Title IX Coordinator.
3. If the alleged harassment involves the Superintendent of Schools, the Secretary of the School Committee will act as the Title IX Coordinator.
4. The Superintendent and the Title IX Coordinator will look at the totality of the circumstances and the context in which the alleged incidents occurred. They will attempt to resolve the problem by conferring with both parties in order to obtain a clear understanding of the facts. All matters involving sexual harassment complaints will remain confidential to the extent possible.
5. Students may be accompanied, at any phase of this process or subsequent hearing before the Committee, by a parent, guardian or representative of their choosing. Parents will be immediately notified by the Title IX Coordinator of the existence of a student's report of sexual harassment.
6. The Title IX Coordinator will explain each phase of the Informal and Formal Complaint Process to a student who wishes to file a complaint and will assist the student in the processing of the complaint. In addition, the Title IX Coordinator will inform the student of additional forums for resolution of the complaint such as the Office of Civil Rights (O.C.R.) and the Massachusetts Commission Against Discrimination (M.C.A.D.).

7. Under normal circumstances, the Title IX Coordinator's investigation will be completed within five working days of the initial complaint. Upon completion of the investigation, the Title IX Coordinator shall issue his/her findings in writing to the student and the alleged harasser.

COMPLAINT PROCEDURE

FORMAL PROCESS FOR STUDENTS

1. A complainant may file a formal complaint immediately or may do so after the Superintendent and the Title IX Coordinator's efforts to reach a settlement under the informal process have proven unsuccessful.
2. The complaint will state clearly and concisely the complainant's description of the incident and it will also indicate any remedy sought. The complaint must be signed by the complainant. The Superintendent's office will send the respondent a copy of the complaint within five working days after it is received. A separate file system shall be maintained as to all matters relating to the complaint. Confidentiality shall be maintained to the extent possible.
3. The respondent will have ten working days to respond in writing. This statement will contain full and specific references to each claim in the complaint, admitting, denying or explaining the complainant's allegations. The respondent must sign his or her statement which will then be appended to the original complaint. Within three working days, the Superintendent's office will forward both statements to the complainant and the respondent.
4. There will be two modes of resolution for formal complaints. A complaint may be settled through mediation or through a hearing. If the complainant and respondent agree to pursue mediation, a date mutually acceptable to both parties will be set within ten working days. If the mediation results in a mutually acceptable agreement, copies of the agreement will be forwarded to both parties. If the mediation does not result in an agreement, the case will be forwarded to the Superintendent for a hearing unless the Superintendent is the alleged harasser in which case the hearing will be before the Athol-Royalston Regional School Committee.
5. When a hearing is requested, the Title IX Coordinator will inform the Superintendent or the School Committee, as the case may be, and the case will be heard at the next regularly scheduled meeting of the School Committee pursuant to the provisions of the Commonwealth's Open Meeting Law and/or before the Superintendent pursuant to M.G.L., c. 71, § 42.

FORMAL HEARING

1. The purpose of the Superintendent or School Committee Hearing is to determine whether the school system's policy on sexual harassment has been violated, and, if so, to determine the appropriate consequences for the violation.
2. Both parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding and the Superintendent or School Committee is not bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, each party may be accompanied by counsel or an advocate.
3. The presiding officer of the hearing may have counsel present for purposes of assisting in the orderly conduct of the hearing and the questioning of witnesses. The complainant and the respondent will be asked to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing, at the start of the proceedings the points of agreement and disagreement will be reviewed. The Superintendent or the Committee, as the case may be, will hear testimony and consider whether the School Committee Policy on Sexual Harassment has been violated, and, if so, will recommend appropriate consequences.
4. The presiding officer will:
 - a. ensure an orderly presentation of all evidence;
 - b. ensure that the proceedings are accurately recorded by means of a tape or stenographic recording; and
 - c. see that a decision is issued no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after their submission.
5. The Superintendent or the Committee, as the case may be, will:
 - a. conduct a fair and impartial hearing which ensures the rights of all parties involved;
 - b. define issues of contention;
 - c. receive and consider all relevant evidence which reasonable people customarily rely upon in the conduct of serious business;
 - d. ask relevant questions of the complainant, respondent, and any witnesses if needed to elicit information which may be of assistance in making a decision; and
 - e. ensure that the complainant and respondent have full opportunity to present their claims orally or in writing, and to present witnesses and evidence which may establish their claims.

DECISION OF THE SUPERINTENDENT OR THE COMMITTEE

1. After all the evidence, testimony, and written arguments have been presented, the committee will convene for deliberations to determine whether the school system's policy on sexual harassment has been violated. If the Committee finds after a roll call vote that the policy has not been violated, that fact will be registered in the records of the hearing,

and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the policy has not been violated, the Superintendent will issue a written decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

2. If the Committee finds after a roll call vote that the charge of violating the District's policy on sexual harassment has been substantiated, the hearing Committee will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Committee will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the charge of violating the school system's policy on sexual harassment has been substantiated, the Superintendent will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Superintendent will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

The findings of fact as well as the penalty and relief will be based solely on the testimony and evidence presented at the hearing.

3. The penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, dismissal, demotion, or removal from administrative duties within a department; students may be subject to suspension or expulsion proceedings following a finding that the policy has been violated. The Committee or Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as possible, the aggrieved party.

BULLYING

Bullying or harassment of any type, including cyber-bullying, will not be tolerated and may result in suspension or exclusion. Bullying that occurs outside of school may result in disciplinary action if the behavior causes problems at school.

PROHIBITION AGAINST BULLYING AND RETALIATION.

Acts of bullying, which include cyber bullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school--related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

(ii) at a location, activity, function, or program that is not school--related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses,

infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

DEFINITIONS

Aggressor is a student who engages in bullying, cyber bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying, is bullying through the use of technology or 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. See M.G.L. c. 71, § 37O for the legal definition of cyber bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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

Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or

designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a report of bullying or retaliation.

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged a reported act of bullying or retaliation.

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

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

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

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

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

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

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

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation. (Align this with school or district procedures.)

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

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

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

RELATIONSHIP OF BULLYING LAW TO OTHER LAWS

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

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable

laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

43A. CRIMINAL HARASSMENT; PUNISHMENT

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half years or by a fine of not more than \$1,000 or by both such fine and imprisonment. Such conduct or acts described in this paragraph shall include but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications or facsimile communications.

(b) Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not more than ten years.

CHAPTER 536 - AN ACT PROHIBITING THE ACT OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17: 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 (\$3,000.00) or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment.

The term “hazing” as used such in this section 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, 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.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such a crime to the appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine no more than one thousand dollars (\$1,000.00).

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen.

An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

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

Public Complaints

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district, which includes or implies a demand for action by school authorities. Other comments, suggestions, and/or concerns will be promptly referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unresolved, either party may move the complaint to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will inform his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no judgments whatsoever. If the complaint involves a particular employee, the supervisor will promptly inform that person of the complaint and will arrange a conference between the complainant, the person criticized, and supervisor (if necessary).

At Superintendent's level, supervisor refers to the Chairman of the School Committee.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his/her complaint in writing and return it.

3. No further action on the complaint should be taken unless the complainant submits the complaint in writing.

4. When a written complaint is received, the principal or other supervisor will promptly schedule a conference with himself/herself, the complainant, the person criticized, and if advisable, the department chairman or other person that either the supervisor, the person criticized or the complainant feels could contribute resolution of the problem.
5. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the superintendent, who will promptly handle the complaint personally or refer it to his/her designee.
6. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled school committee meeting. The decision of the committee will be communicated in writing to all interested persons.