

Groton-Dunstable Regional School District

Middle School Handbook



2020-2021

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Introduction Letter

Dear Students, Parents, and Guardians,

Welcome to Groton-Dunstable Regional Middle School! Whether you are new to the school or are a returning family, I hope you are ready for the exciting opportunities and challenges that our school has to offer. Here at Groton-Dunstable Regional Middle School, we strive to create an environment where all students are encouraged to try out ideas and activities that will help them begin to prepare for adolescence and beyond. We also work hard to create a learning community that helps students to develop a growth mindset, learn how to overcome obstacles, and learn from their mistakes.

This handbook is designed to provide you with basic information about Groton-Dunstable Regional Middle School and help you navigate through it. In addition, our school website is another resource where students, parents, and guardians can obtain information such as news updates, upcoming activities, and other relevant information.

I wish you a successful school year and I look forward to working with all of you!

Ms. Kathi McCollum
Principal

Section 1: Statement of Non-Discrimination

It is the policy of the Groton-Dunstable Regional School District not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act. Also, students will not be excluded for reasons of marriage or pregnancy. Requests for information about these laws and/or grievance procedures should be directed to the Office of the Superintendent, Groton-Dunstable Regional School District, (978) 448-5505, ext. 200.

Section 2: Core Values and Code of Conduct

Core Values

Groton-Dunstable Regional Middle School is a community that is made up of individuals who strive to:

- be honest and own their choices
- respect people and their property
- work hard, set goals, and be ready to learn

Our core values focus on **PRIDE**:

- **Positivity:** Demonstrate open-mindedness. Be accepting and support diverse thinking. Have a willingness to learn.
- **Respect:** Demonstrate acceptance. Follow expectations. Think of others. Care for people and property.
- **Integrity:** Demonstrate honesty. Being able to own your choices. To do the right thing when no one is looking.
- **Determination:** Be ready to learn. Don't give up. Work hard.
- **Empathy:** Demonstrate kindness. Have compassion for others.

Code of Conduct

All students at Groton-Dunstable Regional Middle School will be required to conduct themselves at all times in a manner that is in the best interest of the school and its students. "School" refers to school property, school sponsored on-site or off site events, bus stops and school buses. Students must be respectful of each other and of all adults in the building. Rudeness, disrespect, and insubordination (refusing to do something when asked) are intolerable regardless of the specifics of the situation.

Students are reminded that:

- The exercise of any student's rights ceases when it infringes upon the rights of another individual or group.
- No student shall have the right to disrupt the educational program within the school.
- All students will have the right to due process (which requires that an individual be given a chance to give his/her side of the story in matters that could result in disciplinary action).

***The administration has the right to amend the rules of this handbook as deemed necessary.**

Rights and Responsibilities

Rights of Students

- To be respected at school
- To attend school in a secure academic and social climate that is free of fear, harassment and violence
- To enjoy the full benefit of their education, without having other students disrupt the educational process within the classroom
- To expect that their personal property will be safe at school
- To do their schoolwork in a clean and pleasant surrounding
- To be treated fairly and equally with due process

Responsibilities of Students

- To be on time to school and for each individual class
- To be prepared for class with the appropriate materials and work
- To be responsible for one's own behavior
- To know and obey school rules and regulations
- To respect the rights of school personnel and peers
- To take pride in the appearance of classrooms, hallways, cafeteria and outside grounds
- To ensure the safety and security of all personal property by not stealing or damaging the property of others
- To respect all staff members
- To comply immediately with any staff member's reasonable request to follow school rules
- To seek the assistance of staff when witnessing any behavior you believe may be inappropriate or hurtful

Rights of Parents

- To expect that their child(ren) will spend their time at school in a safe, wholesome, stimulating environment engaged in productive activity under the care and supervision of dedicated staff
- To be informed of school policies, rules, and regulations in a timely manner
- To be informed of their child's academic progress in a timely manner
- To expect clear and open communication with the school regarding questions about their child's academic progress or social concerns

Responsibilities of Parents

- To make every effort to have their child(ren) attend school on a daily basis except for medical reasons or family emergencies.
- To make sure that their child(ren) comes to school prepared with their homework completed and the necessary materials for class.
- To be supportive of the school's authority to maintain a safe, orderly, and non-threatening environment.
- To provide the school with current information regarding legal address, phone, medical

data and other pertinent information which may help the school better meet the needs of its students.

Expectations of Teachers

- To expect and receive the attention, effort, and participation of all students attending their classes.
- To teach with interruptions held to a minimum.
- To be respected by staff, students, parents, and administrators.

Responsibilities of Teachers

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each student with the knowledge, skills, attitudes, and values required for successful learning.
- To hold students accountable for their actions.
- To keep parents informed about their child's progress through timely reports.
- To initiate and enforce individual classroom rules consistent with this Student/Parent Handbook.

Section 3: School Hours/Schedule

School Hours

School is in session from 8:08 AM–2:25 PM. Doors open for students at 8 AM. At 8:00 AM students are to report to homerooms; dismissal begins at 2:25 PM. Once students have arrived to school, they are **not allowed** to leave school grounds unless they have permission by a school official. We thank you in advance for your cooperation and understanding. Your child's safety is our first priority.

Drop Off and Pick Up Procedures

In order to create a safe environment for our students, parents who choose to drive their children to and from school are asked to adhere to the following protocols for morning and afternoon drop off/pick up. Students will not be permitted to enter the building until 8:00 AM. School does not begin until 8:08 AM, so there will be sufficient time for students being transported by car to enter the building, go to their lockers, and be in their first period class by 8:08 AM.

Morning Drop - Off Procedure

When dropping your child(ren) off in the morning, please come in the main driveway, turn to the left and follow the tree line all the way around the Twomey center. Follow the line of travel to the right around the parking lot behind the North building, letting your child(ren) out between the two cones only. Then proceed around that parking lot and back around the Twomey Center to the rear of the North building. Students are allowed to depart cars starting at 7:56 a.m.

Afternoon Pick-Up Procedure

When picking up your child at the end of the school day, please proceed exactly as in the morning, around the Twomey Center to wait in line behind the North building. Areas such as fire lanes or unmarked parking areas are prohibited. Parents are asked **NOT** to leave their cars idling while waiting for their child(ren) during dismissal each day. Please be advised that under **M.G.L. C.90 16 B and 540 CMR 27.00, it is against the law to leave your car idling on school grounds.**

Early Dismissal Procedures

If you wish to dismiss your child early from school, please send in a note identifying the date and time of the dismissal. Students should give this note to the office before 8:08 AM. When arriving to pick-up your child, please park in the main parking lot and report to the main office of your child's school. For the safety of all of our students, parents are asked to park in the designated parking areas while waiting for their child(ren) to be dismissed. Areas such as fire lanes or unmarked parking areas are prohibited.

School Closing Information

It is the policy of the Groton-Dunstable Regional School District to keep school in session unless road conditions are too hazardous for buses to travel safely. The opening of school may be delayed only when it is felt road conditions will improve. When it is necessary to cancel or delay the opening of school, an automated message will be sent to all staff and parents. Announcements may also be heard on the following radio/TV stations: Boston WBZ Channel 4, Dial 1030, Boston WHDH Channel 7, Dial 680, Boston WCVB Channel 5, The Boston Channel.com. Parents and students are encouraged to listen for the announcements. Parents should also establish an emergency plan with their children, especially for early dismissals. Students should know where they should report to in the event there is an early dismissal and their parent is not home.

Before and After School Program

The Groton Dunstable Extended Day Program was established to provide quality, before and after school care, in an atmosphere that was friendly and with supervision by a caring staff. The program is sponsored by the Groton Dunstable Regional School District and is administered by the office of Community Schools and Services. The program is located in Groton, at the Peter Twomey Youth Center and Dunstable, at the Union Building. Students that are enrolled in the Groton-Dunstable Regional School District, from preschool to grade eight are eligible to attend. The Extended Day Program does not discriminate on the basis of race, creed, sex, and religion or disability. Enrollment will be on first come first served basis. This program is Chapter 766 supported and Handicapped accessible.

Early Start Program

KINDERGARTEN to GRADE 8 7:00 A.M. – 9:00 A.M.

The program is located in Groton, at the Florence Roche School cafeteria and Dunstable, in the Union Building. This program begins at 7:00 a.m. in the Florence Roche/Swallow Cafeterias and ends at 8:45 a.m. Breakfast and activities are provided. Children will be

brought to the program by their parents but will be transported to their appropriate school for the start of the school day.

Middle School Youth Club

This program is available to Middle School students after the school day and ends at 6:00 p.m. It provides students with a supervised environment at the Peter Twomey Youth Center. Time and place is set aside for homework, and involvement with the Extended Day Program will be encouraged. However, independent, age appropriate activities will also be available.

Extended Day Program
Stasia Twomey, Director
348 Main Street, P.O. Box 426
Groton, MA 01450
Phone: (978) 448-0398 PTYC (978) 649-4191 SU
FAX: (978) 448-1214 Tax ID # 042-432-094

Reasons for Absence

Students may be excused temporarily from school attendance for the following reasons:

1. Documented illness or quarantine. (See Health Services in Section 10)
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. Parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Student Absence Notification Program

When students have missed 5 or more school days unexcused in a school year, the school principal or a designee, will offer to meet with the parent or guardian to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

In accordance with M.G.L. Ch. 76, § 2, if a child is absent for seven (7) days or 14 half days within any period of six months, the school is required to take appropriate action. This may include: a meeting with administration and in some cases filing appropriate documentation with the Juvenile Court.

If a student is going to be absent from school, his/her parent should call the school prior to 8:00 AM on the morning of the absence. Please be advised that calling in your child absent does not necessarily make it an excused absence.

Absences with appropriate documentation (i.e. physician's note, legal documentation, family emergency such as a funeral) will automatically be considered "excused" absences. If the nurse sends a child home with a fever, for each day the student continues with the fever and stays home, it will be considered "excused." Parents may request homework for students who have been absent for two or more days. Homework may be picked up in the main office between 2:35 – 3:30 PM.

If a student has an excused absence (s), he/she will have **5 days** to make up any tests/quizzes, assignment. It is the responsibility of the student to obtain missing classroom/homework assignments. Students who fail to complete all of their assigned work due to school absences may be given an "incomplete" grade for the quarter. An incomplete grade must be made up within **two weeks** of the end of the quarter. An incomplete grade not made up within this two-week period will automatically result in a "zero" grade, unless a special extension has been arranged with the teacher, upon approval of the Administration.

If a student reports to school after 11:10 AM, or is dismissed before 11:10 AM, he/she may not be eligible to participate in any extracurricular activities that are scheduled for that day. If parents do not call in to get assignments, it is the child's responsibility to ask all of his/her teachers for missed work immediately upon returning to school. If a student is absent and the school has not been notified, **an automated** taped message will be sent (via telephone) informing the parent that the student is not in school.

If telephone communication is not possible, any student who has been absent must bring, on the day of return, a note to the main office containing the following information:
1. Students first and last name
2. Date(s) of absence
3. Reason for absence
4. Parent/Guardian signature
5. Contact phone number where parent can be reached during the day

Dismissal Procedure

Student dismissals should be used as rarely as possible, please make every effort to schedule appointments after school hours. However, when it is unavoidable that a student be dismissed, he/she is required to bring a dismissal note to the main office prior to the beginning of his/her first period class (8:08 am). This written explanation must be signed by the parent or guardian and contain the date, time of dismissal, and reason for dismissal. If you would like your child to walk to his/her appointment, please indicate so in your note, please understand that once dismissed with or without an adult, the child is considered to be in parental care. Students will report to all of their classes up to their dismissal time. A parent/guardian must come into the office to sign the student out. If a student returns to school after his/her dismissal, he/she must first report to the main office to get a pass to return to class.

In the event that no advance notice has been given, and persons other than the parent/guardian seek to dismiss a student, the school will contact the parent/guardian to verify the dismissal request.

Tardiness

A student arriving to school after 8:08 AM is considered tardy and must report to the main office for a tardy pass. **STUDENTS WILL NOT BE ADMITTED TO CLASSES WITHOUT A TARDY PASS AFTER 8:08 AM.** Upon the fifth (5th) unexcused tardy in any given quarter, the student will receive a 45-minute office detention. Upon the 10th unexcused tardy in any given quarter, a parent/student conference will be set up with the administration to discuss alternative action. The administration has the right to make a judgment regarding the legitimacy of the lateness.

The following are considered **excused** tardies:

1. Inclement weather winter mornings (icy, snowy)
2. Documented Illness
3. Family Emergency
4. Death in the family
5. Medical, dental, court or legal appointments (documentation required)
6. Religious observances

During school hours, it is the responsibility of the student to get to class on time. Students have a reasonable amount of time to get from one class to another. If a teacher delays a student, a tardy pass from that teacher must be brought to the next teacher. Students who are late to class three (3) or more times will be assigned an after school detention. Chronic tardiness to class will be referred to the Assistant Principal.

Absenteeism and Vacations

Groton-Dunstable Regional Middle School discourages students from missing school for extended family vacations. Parents should be aware that some teachers may not be able to provide work **in advance of planned absences** that will adequately make up for missed instruction. Parents who take their child(ren) out of school for vacations are assuming full responsibility for their child(ren's) academic work. *Absences due to family vacations during school time will be counted as unexcused, unless school administration receives documentation that it is due to a family emergency.

Students will be expected to make up any class work and/or homework assignments upon returning to school. If teachers do provide work in advance, it will be due on the student's first day back to school. **Any work not completed will automatically be graded as a "zero."**

If a vacation must be taken when school is in session, the following are required:

1. Two weeks prior written notification must be given to the principal.
2. Students are responsible for all make-up work (Teachers may provide students with general directions and specific assignments on request, but are not obligated to do so). Vacations should not be taken during MCAS testing. If a student misses any part(s) of these tests due to being away on vacation, his/her score will be recorded as a "zero" resulting in a "warning" score on that particular test(s). Please note that MCAS testing dates are published well in advance.

Cutting Class

Cutting class is strictly prohibited. Teachers take attendance at the beginning of each class period and will report any absentees to the Main Office. Any student who cuts a class will be subject to disciplinary action, in addition to receiving a zero (0) for all work missed during that class period.

Section 5: Information and Communication

Home to School Communication

The GDRMS welcomes and encourages parent and community involvement in the education of our children. We also understand the importance of effective communication.

Parents wishing to voice a question or concern should contact the employee closest to the question. For example:

- Questions regarding curriculum, student progress, homework, or concerns regarding classroom behavior should be directed to the classroom teacher.
- Questions regarding scheduling, discipline, bus issues, or concerns that are unresolved after speaking to a classroom teacher, guidance counselor, Curriculum Supervisor or Coordinator, should be directed to one of the administrators.
- Questions regarding Special Education should be directed to the Special Education Team Chair.

If an issue is still not resolved after speaking/meeting with the building principal, an appointment should be made with the Superintendent.

Student Information System

The SchoolBrains Community Portal is specially designed to provide an additional means of communication and sharing of information between parents/guardians, teachers, students, and administrators.

SchoolBrains Community Portal enables parents/guardians to view their child's attendance, schedule, and grades. Biographical information, such as telephone numbers, email and mailing addresses can be viewed and updates can be submitted online for approval. Student grades will be available on School Brain, updated bi-weekly with current student work.

Student Records

The following is a summary of parent and student rights under Massachusetts state laws and regulations (603 CMR 23.00) pertaining to student records and the Family Educational Rights Privacy Act (FERPA).

Student Record: The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law.

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

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

Authorized School Personnel:

(a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

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

(c) The Evaluation Team which evaluates a student.

Confidentiality of Student Record

With few exceptions, no individuals or organizations other than the parent, eligible student, and school personnel working directly with the student may access information in the student record without the informed written consent of the parent or eligible student. For additional information regarding the release of student records to third parties, please see 603 CMR 23.07.

A Log of Access shall be included in the student record documenting the release of student records to individuals or entities other than authorized school personnel, the parent(s) and/or the eligible student.

Student Directory Information

GDRSD may release to third parties, without prior consent, a student's name, address, telephone number, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans. Parents and eligible students do, however, have the right to submit a written request that the student's directory information not be released without prior consent. Such written requests must be submitted to the Principal by October 1st.

Inspection of Student Record

Parents and/or eligible students have the right to inspect the student's permanent and temporary record. The record must be made available to the parent and/or eligible student within ten (10) calendar days of a request to access the student record, unless the parent and/or eligible student consents to an extension of this timeframe. If the parent and/or eligible student requests copies of the student records, the district may impose a charge for the actual reproduction cost of the records requested.

The Parents and/or eligible student have the right to meet with qualified school personnel and to have the contents of the student record interpreted. Parents and/or eligible students also have the right to have the student record inspected or interpreted by a third party of their choice at private expense.

Amendment of the Student Record

Parents and eligible students have the right to add relevant comments, information, or other written materials to the student record. If a parent or eligible student believe that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, the parent and/or eligible student shall present the objection in writing and shall have the right to meet with the principal or a designee. Parents shall be notified of any request by an eligible student between 14 and 18 years of age to amend the student's student record.

Within one (1) school week of such a meeting or written request, the principal will issue a written decision on the request to amend the student record. Parents and eligible student shall have the right to appeal the principal's decision to the Superintendent of Schools. Parents and eligible students shall have the right to request a hearing before the School Committee if they disagree with the Superintendent's decision on any such appeal.

Transfer of Student Record

GDRSD will forward the student record of any student who seeks or intends to transfer to another public school or school district, upon request of the receiving school/school district. The written consent of the parent(s) and/or eligible student shall not be required prior to releasing records to the receiving school/school district.

Access by Non-Custodial Parent to Student Records

Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) has the right, subject to certain procedures, to access his/her child's student record. A non-custodial parent who wishes to access the student record must submit a written request annually to the school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information.

In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c. 71, § 34H; 603 CMR 23.07.

Destruction of Records

While a student is enrolled in a school, the principal or a designee may periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provide. The District shall also destroy all documents contained in the student's temporary record within seven (7) years of the student's graduation, transfer or withdrawal from the school district. Prior to the destruction of temporary records, the parents and eligible student shall be notified in writing and provided with an opportunity to obtain a copy of any records to be destroyed. A copy of such notice shall be placed in the temporary record.

In accordance with M.G.L. c. 71, § 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.

Complaints

A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, 800-872-5327; or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300.

Protection of Pupil Rights Amendment Notice

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or

more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

- B. *Receive notice* and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The District will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, Washington, D.C.

Section 6: Academic Standards and Requirements

Academic Integrity

Cheating

Cheating includes, but is not limited to:

- Cheat sheets, copying, or allowing another to copy, answers to a test, quiz, or examination
- Submitting another student's work/report/term paper as one's own
- Allowing one's work to be used by another student
- Transmitting or receiving, during a test, information that is covered on that examination (either orally, in writing, by sign, electronic device, or otherwise)
- Giving or receiving answers to a test, quiz, or examination scheduled for a later time
- Unauthorized use of a calculator or other electronic device

Plagiarism

Plagiarism is the use of someone else's ideas or words, even with a few changes, without giving proper credit to the creator. This includes ideas or words from any media source such as print, video, film, internet, or music. To plagiarize is to steal.

Plagiarism includes, but is not limited to:

- Directly quoting all or part of another person's written or spoken words without quotation marks
- Paraphrasing all or part of another person's written or spoken words without notes or documentation
- Presenting an idea, theory, or formula originated by someone else as original work of the person submitting that work
- Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person
- Purchasing (or receiving in any other manner) a term paper, or other assignment that is the work of another person and submitting all or part of it as your own work.

Any student found guilty of cheating or plagiarism will automatically receive a zero for the assignment and will be referred to the administration to determine appropriate consequences that will help the student learn from this mistake.

Homework expectations

The purpose of homework is to help students develop good study habits, learn the value of responsibility, provide essential practice or review in needed basic skills, build executive functioning skills, and enrich and extend the school experience.

Students are expected to keep a record of all of their assignments. Homework assignments will be reflected in the student's grade. The recommended amount of homework assigned for each grade level are: 5th grade and 6th grade not to exceed 60 minutes; 7th and 8th grade not to exceed 90 minutes. If homework exceeds maximum totals for your child on a consistent basis, please communicate with the classroom teacher to discuss.

Homework will be assigned a sufficient amount of time before vacation or due a sufficient amount of time after vacation to allow time for completion while school is in session.

In the event that a child's homework is not handed in consistently, his/her parents will be notified by the teacher.

Grade reporting

Report cards are issued four (4) times a year. All courses receive a letter grade, unless alternative grading (Pass/Fail) has been arranged with parental approval through a Child Study Team. All subjects are graded quarterly, grades are expected to be updated bi-weekly.

Grading System

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

A grade below a 60 is an F.

I = Incomplete (Students will have **ten (10)** days to complete their work. Any work not completed during this time will result in a zero).

Late Work

Late work will not receive full credit. However, if a student misses a due date because of an **excused absence** or prolonged illness, and has a valid note from a parent or physician, his/her teacher will then decide alternate due dates.

Curriculum/Academics

Each grade level team is responsible for the delivery of instruction in the areas of Language Arts, Mathematics, Science, and Social Studies consistent with the requirements outlined in the Curriculum Frameworks of Massachusetts Educational Reform. Students will also take various Integrated Arts subjects such as Music, Band, Chorus, Fine Arts, PE/Health, Spanish, and Applied Technology.

Drop/Add Policy for Elective Courses

Students may drop or add an elective class if they have written permission from a parent/guardian within the first ten (10) school calendar days. There are many factors to

consider when changing a student's schedule. For instance: class size, course meeting times, impact on the student's overall schedule, assessments to date, and the reason for the request. Due to this fact, after the ten (10) day period has passed, requests of this nature will only be approved if after considering all of the related factors, the Administration believes that the change is absolutely in the best interest of the student.

Physical Education

All students are required to participate in physical education classes. A suitable change of clothing is required such as shorts or sweatpants; shirt, and non-marking sneakers. Any student who is not dressed appropriately will NOT be allowed to participate in class and will receive a '0' for participation that day.

Health/Wellness Curriculum

According to the Massachusetts General Laws Chapter 71, Section 32A, parents/guardians must be notified about any curriculum that primarily involves human sexuality issues, and permit parents to exempt their child(ren) from any portion of that curriculum without penalty. This curriculum is available for parents to review.

Promotion Policy and Summer School

Students in the Groton-Dunstable Regional Middle School must successfully complete their grade level program of studies before being promoted to the next grade level. Any student who fails **two or more core subjects** for the school year may not be promoted to the next grade level. Students may be asked to take courses during the summer at the parents' expense (currently no summer school courses are available in GDRSD) in order to make up for failed courses.

Field Trips

Throughout the school year, students will have the opportunity to attend field trips with their grade level teams. Students who have been recently suspended, and students who have had numerous office referrals for behavior, may be excluded from field trips at the discretion of the teachers and/or administration.

School rules apply to all school trips sponsored by the Groton-Dunstable Regional Middle School. Students shall follow the instructions of appointed chaperones. Signed permission slips must be in by the date assigned.

Any parent who is interested in chaperoning a field trip or a school function must have an active school based CORI (Criminal Background Check). A CORI form can be completed at both North and South offices, at least two weeks prior to the event. CORI forms are valid for three (3) years.

Annual 8th Grade Trip

Participation:

Participation in the Grade 8 Trip is a privilege available to eighth grade students who maintain high standards for their behavior at the Middle School. Any student with more

than one suspension and any student with more than four (4) behavioral referrals will have their participation reviewed by the Principal and may be excluded from the trip.

Attendance:

Students who do not go on the Grade 8 Trip, are required to be in attendance at school. Activities for these students will be planned throughout the day. Students with more than 10 unexcused absences during the first 2 marking periods will have their participation in the Grade 8 Trip reviewed by the Principal and may be excluded from the trip.

Registration:

The registration date is set for December 1. No registrations will be allowed after January 30. Exceptions will be made for students who transfer to the Middle School after January 15 at the discretion of the Principal.

Financial Support:

A need for financial support will not cause any student to be left out of participation in the Grade 8 Trip. Parents must notify the Principal if they believe that they might need financial support in order for their child to participate by February 15. The school will refer each request to the appropriate community-based resource.

Meeting the needs of every child:

Our goal is for every 8th grader to have the opportunity to take part in this trip, if an 8th grader has specific educational, health, emotional, behavioral or medical needs, parents should contact the Principal by February 15th.

Behavior Expectations:

All school rules apply during the Grade 8 Trip. Participating students must read, agree to, and sign a behavior contract in order to participate. If a student's behavior does not meet the expectations, the student(s) parent/guardian may be called and possibly be asked to pick up their child during the trip.

Section 7: Extracurricular Activities

Middle School students in good standing will have an opportunity to participate in a variety of clubs, after school activities, and intramural and/or interscholastic sports.

Requirements

1. Students are not eligible to participate in the day's extracurricular activities if they are absent from school.
2. Students are not eligible to participate in the day's extracurricular activities if they arrive to school after 11:10 am.
3. Students are not eligible to participate in the day's extracurricular activities if they are dismissed from school prior to 11:10 am.
4. Students must maintain a minimum academic standing. Students failing two or more subjects will not be allowed to participate in intramural/interscholastic sports.

Parents/guardians must sign a permission slip for students to remain after school to

participate in any extracurricular activity. Special health forms may also be required.

Most after school programs end at 4 PM. Parents/guardians should plan to be at the school to pick-up their child(s) at the time that their child's activity ends. In an effort to insure the continuing safety of our students, we ask that you adhere to the following dismissal/pick-up procedures:

When students are dismissed from their after school activity, they must wait in either the main lobby or outside, in front of the main door of the building they are in. Students will **not be allowed** to walk up the driveway or into the parking lot. When picking up your child please park your vehicle in the main parking lot and walk over to get your child **OR** drive your vehicle up in front of the building and pick up your child. Please do not leave your vehicle unattended in front of the building.

After school hours social activities

Social activities are organized throughout the year. To participate in an after school social event students must be in attendance in school on the day of the event. Students who are currently suspended may not attend the event. All students must remain at the event until it is over, unless their parent/guardian comes in to dismiss them. Dances and other social activities are only for current Groton-Dunstable Regional Middle School students.

All students attending a school dance are expected to abide by all of the school rules. Any student who comes dressed inappropriately or behaves inappropriately may be sent home once the parent has been notified. Refunds will not be given. These students may also lose their privilege of attending future social events.

It is the responsibility of the parent/guardian to ensure that students are picked up **promptly** at the end of the event. Students who are picked up late will be excluded from the next event.

Section 8: Technology & Digital Learning

Empowered Digital Use

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades and are aligned with the Massachusetts Curriculum Frameworks. Please review two important School Committee Policies: **Empowered Digital Use** (Appendix B) and **Access to Digital Resources** (Appendix C).

Rules for Using GDRMS Internet and Technology Devices

Acceptable Use

- Students will only use websites that are appropriate for age level.
- Students will not copy material and claim it is their own.

- Inappropriate use of school technology is against school rules and sometimes even the law.
- Using the Internet at school is a privilege. If my behavior online is inappropriate, I may lose this privilege. Some examples of inappropriate online behavior include, but are not limited to: damage to computer, changing or deleting files that belong to anyone else, giving away password, using anyone else's password, sending harassing email messages or content, sending offensive email messages or content, and/or using the account of another person.

Online Safety

- Students must not give out personal information (such as name, address, telephone number, parents' work address, or phone number, passwords, or name of school).
- Students are encouraged to report any concerning content or images to an adult immediately.

Bring Your Own Device Protocol

As new technologies continue to change the world in which we live, they also provide many positive educational benefits for classroom instruction. To encourage this growth, students attending GDRMS may now bring personal devices to school for enhanced participation in classroom instruction. It is a teacher's prerogative whether or not they choose to take advantage of this program. Teachers are in no way required to have students use personal devices as part of their teaching pedagogy. Similarly, it is not mandatory that all students bring in a personal device. This program outlines the parameters by which a student can bring in a device at the discretion of their teacher.

Security and Damages

Responsibility for keeping the device secure rests with the individual owner. Groton Dunstable Regional Public Schools and its employees are not liable for any device which is stolen or damaged. If a device is stolen or damaged, the matter will be handled through the administrative office in the same manner that the theft or damage of other personal property is handled. Students are reminded that if their devices contain any personal, private, or confidential information, they should take steps to secure their devices at all times. Groton Dunstable Regional Public Schools has no liability for the loss or compromising of any such information and security of the device is at all times the sole responsibility of the student.

Bring Your Own Devices

Students and parents/guardians participating in this program must adhere to the Student Code of Conduct, in addition the device:

- Must be in silent mode or used by means of headphones while on school campus and while riding school buses.
- May be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours for school assignments **only** with positive intent and permission, only using the websites and resources directed by a teacher.
- Clandestine or concealed use of the device to photograph, film or record voice of another person is expressly forbidden according to this program and all applicable Federal and State laws.

- Students are not permitted to publish, post, or share images of other students online through text message or other electronic means without the express consent of a teacher or other staff member in order to preserve privacy.
- May be used to access files on the computer or internet sites which are relevant to the classroom curriculum only.
- If a parent does not want a student to appear in these types of activities, he/she must fill out **Digital Media Publication Acknowledgement Form** (Appendix D).

Students acknowledge, understand, and agree that:

- The school's content filters will be applied to one's connection to the internet and will not attempt to bypass this software.
- Bringing on campus, or infecting the network with, a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of School policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of School Policy.
- The school or district has the right to collect and examine any device at any time.
- Printing from devices will not be possible at school.
- Devices must be charged prior to being brought to school. The device is required to run on its own battery power while at school. Charging stations will not be available.
- The Department of Technology & Digital Learning and school personnel will not be responsible for providing technical assistance for devices.
- Teachers are not responsible or liable for inappropriate student choices as described in this program.
- **Student cell phones that are in use anywhere on campus during the school day without teacher permission are subject to the following: First Offense, phone given to administrator, student may retrieve at the end of the day; Second Offense, phone is given to administrator, parent must retrieve at their leisure; Third Offense for the year, phone is given to an administrator for the rest of the year.**

Section 9: School Lunch Program

Free and Reduced Lunch

Please complete the Free & Reduced School Meals Application before the first day of school. We need a new application to be filled out every school year. If your household has qualified in the past or you think you may qualify this school year, please send completed applications to Shannon Bergeron, Food Service Director, 344 Main St. P.O. Box 727, Groton, MA 01450 or you can drop it off to her office at Middle School South's main office.

Food Allergies

The Groton- Dunstable Food Service Department encourages open communication with parents and students regarding school nutrition. Families are invited to call the food service director or kitchen manager with any questions or concerns. We encourage parents

and students with any food allergies or food-related medical concerns to schedule a time with our kitchen managers to read current food labels and recipes. Cafeteria services are available to all students.

Meal Charge Policy

The purpose of this policy is to establish consistent meal procedures throughout the district. The Groton-Dunstable Regional School District (“GDRSD”) recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn.

In addition, 7 C.F.R. §210.10(a)(1) states “Schools must provide nutritious and well-balanced meals to all the children they serve.” In accordance with this regulation, the GDRSD will not deny any student access to school lunch. However, 2 C.F.R. §300.10 2011, requires this to be written off as bad debt by statute, the district’s Food Service department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year. Unpaid charges place a financial strain on the Food Service department and on the district’s operating budget.

The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

On a weekly basis, the Food Service Director will generate a charge balance report from the POS system. The Director will send an email to all parents/guardians requesting immediate payment.

Free and Reduced Lunch Students

Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program.

Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar equivalent of three (3) full priced meals. Reduced lunch status allows a child to receive reduced priced meals at a reduced amount determined by the Department of Elementary and Secondary Education, Nutrition, Health & Safety Programs.

All Other Students

All other students will be allowed to charge up to a maximum dollar equivalent of three (3) full priced meals. When the child reaches the maximum amount they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk. This designated menu alternate will be charged to the child’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program. Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions may become a cash basis transaction.

Methods of Payment

GDRSD can accept payment for meals upon purchase in the form of cash or check at the register, or via the school meal on-line payment system. Meals may be prepaid using any of these methods. Parents/Guardians are strongly encouraged to make payments on-line and to register for low balance alerts.

Any student whose account has a zero balance will be allowed to charge a reimbursable meal. This will result in a negative balance on the account until the balance is resolved. In no event will students at any grade level whose account is delinquent be allowed to charge a la carte items or second meal until the account is in good standing. "Good standing" for the purchase of a la carte items is defined as an account with a positive balance.

Collection Process

Checks Returned for Non-Sufficient Funds (NSF)

When a check is returned to the Treasurer's Office for "NSF", a letter will be sent to inform the parent(s) from the Food Service Director. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the GDRSD and sent to the Business Office. The penalty fee and the amount of the check will be deducted from the child/children's lunch account immediately upon notice from the bank and the above-mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93 Section 40A.

Balances Owed with No Response by Parent/Guardian

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until the deficit balance is paid in full:

- Prohibit participation of the student in the program.
- Prohibit participation of student or students in the student's household from participating in any future fee-based program, extra-curricular activity, or non-curricular school activity; or until or unless outstanding balances are resolved.
- Seniors must pay all charges before receiving their cap and gown.
- Prohibit student in senior activities or graduation exercises.
- Referral to small claims court and/or District Attorney's Office.

A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items. The Director of Business & Finance may instruct the Food Service Director to place a block on a student's account due to non-payment of district fees or other collection issues.

LEGAL REF: M.G.L. 44: 53E 1/2

CROSS REF: EFC, JQ

Section 10: Student Support Services

School Counseling Services

Counseling services are an integral part of the school program. All students are assigned to a counselor. The Counselors help students benefit from their school experience through attention to personal, social, emotional and academic needs.

Counseling is offered at both the individual and group level to help students make appropriate decisions and to foster a clear understanding of themselves and others.

Students should make every effort to schedule an appointment with their Counselor ahead of time and obtain a pass from him/her to give to their teacher. If a student needs to see his/her counselor immediately, that student should first get a pass from his/her classroom teacher before reporting to the Counseling Office. If a student or parent has any questions or concerns, they should contact their child's Counselor.

Health Services

All school injuries must be reported to the teacher in charge. If the injury requires medical attention it must be reported to the school nurse. The school nurse will contact the parents or appropriate medical personnel.

The school nurse administers first aid to students who are ill or injured. It is essential that the nurse has adequate medical and emergency information concerning each student. Please be sure to complete and return the Nurse's Office emergency card and to update emergency contact information through the main office Dismissals deemed necessary after evaluation by the nurse will be excused.

Reasons for dismissal and/or absence from school:

- Fever of 100 Degrees Fahrenheit or higher – Students need to be fever-free for 24 hours (without the use of fever-reducing medication such as Tylenol or Motrin) before returning to school. Fever-reducing medicine may cover-up a fever, and the fever could return when the medicine wears off. Your child should remain home for 24 hours after the fever has passed.
- Vomiting or Diarrhea – Student may return to school 12-24 hours after last episode at the School Nurse's discretion.
- Uncontrollable Cough
- Bacterial Infection (such as strep throat, conjunctivitis, impetigo, etc.) – Students need to be on antibiotics for a minimum of 24 hours before returning to school.
- Suspicious Rash – Student may return to school with written documentation from healthcare provider certifying that the rash is not contagious.
- Serious Illness or Injury

Students are NOT permitted to call their parents using personal cell phones to request dismissal due to illness. This potentially creates a safety issue if a student is ill or injured and the school nurse is not aware of the situation. Students that need to be dismissed for this purpose will be dismissed through the health office. Students contacting their parents independently with their cell phones will be subject to the cell phone policy of removal.

Medication Policy

Under Public Health Regulation CMR 105 210.000, a licensed nurse must have a proper medication order from a licensed prescriber which is renewed as necessary including the beginning of each academic year. All students receiving medication in school (prescription and over the counter) must have written parental permission. In addition, a licensed prescriber's written order is required for medications which will/may be given for the entire school year, for a long term (more than 10 doses), or for medications for which the nurse deems a prescriber's order necessary. All medicines must be in the original, pharmacy labeled container – baggies will NOT be accepted. If there is a change in the dose, time or type of medication, new forms as well as a new container, are required from you and your licensed prescriber. A parent or responsible adult must drop-off and pick-up the medicine. Students are not allowed to carry medicine to or from school or have medicine in their possession during school or school-sponsored events. Exceptions are for inhalers, EpiPens or other emergency medications providing that prior arrangement has been made with the nurse.

Health Screenings

State mandated health screenings (Postural, Hearing/Vision, etc.) will be coordinated by the health offices and take place throughout the school year. Prior notification of screenings will be made to parents, including methods for opt-out.

Special Education

Services and Accommodations for Students with Disabilities

Some students with disabilities require specialized instruction and/or supportive services to enable the student to make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in special classroom. Parents or teachers may refer students they are concerned about to the Pupil Services Office. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student's eligibility for special education services will be forwarded to the parent(s). Upon receipt of a parent's consent or the consent of a student who has reached eighteen (18) years of age, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services pursuant to the Individuals with Disabilities Education Act and/or M.G.L. c. 71B. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the services determined necessary by the Team to provide the student with a free appropriate public education.

Section 504

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

A student with a mental or physical impairment that substantially limits a major life activity may, following an evaluation, be determined to be eligible for services or accommodations necessary to enable the student to benefit from school programming and instruction to the same extent as non-disabled students. Any such services will be documented in a Section 504 Accommodation Plan that is developed through the Section 504 Team process. To obtain additional information regarding Section 504 or to request an evaluation of a student’s eligibility for Section 504 services or accommodations, please contact the principal or the Director of Pupil Services

Individuals who have complaints regarding the district’s compliance with Section 504 may file a complaint with the U.S. Department of Education’s, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02118. For complaints or concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians may file a Request for Hearing with the Massachusetts Bureau of Special Education Appeals at One Congress Street, 11th Floor, Boston, Massachusetts 02114 or may access the Department of Elementary and Secondary Education’s Problem Resolution System, 75 Pleasant Street, Malden, MA 02148.

English Learners

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

Homeless Students

The McKinney-Vento Homeless Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the

student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following:

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

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

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

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

The Homeless Liaison for the Groton Dunstable Regional School District is The Director of Pupil Personnel Services.

Section 11: Safety and Security

Visitor/Volunteer Policy

All visitors, including parents are required to enter through the main entrance and to report directly to the main office to sign in and to receive a visitor's pass while in the building. All visitors will receive a visitor's badge prior to going elsewhere in the building. Students are not permitted to bring relatives, friends or other guests to accompany them in school. A buzz in security system has been installed for the security and safety of our staff and students. Students are **NOT** allowed to open any locked door for outside visitors unless they are in the presence of a staff member.

Surveillance Cameras and Building Security

Non-audio recording security cameras are located in public areas inside and outside of school buildings, and on buses, where there is no reasonable expectation of privacy. Video cameras are not in areas where there is a reasonable expectation of privacy such as bathrooms, gym locker/changing areas and private offices/classrooms.

Transportation Policy

Student Conduct on Buses

The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with the Code of Conduct approved by the School Committee (from SC Policy: EEAEC (also JICC) - STUDENT CONDUCT ON SCHOOL BUSES). All students must ride on their assigned bus. Bus drivers will report all incidents of unacceptable behavior to the Assistant Principal.

Bus Transportation: Behavior

- Students must remain seated at all times while the bus is in motion.
- Smoking will not be allowed on any bus at any time.
- Excessive noise, use of profanity, throwing objects, or other behavior that distracts the bus driver or that endangers the safety of anyone on the bus, will not be tolerated.
- Students are not to put their hands or arms outside of the windows.
- Students are not to throw any objects out of the window.
- The aisle must remain clear at all times.
- Any student who damages any of the seats/windows will be required to pay restitution.
- Students may be assigned seats at the discretion of the bus driver/school administration.
- Students are not to tamper with any bus equipment including the Emergency door.
- Students are to remain on the bus in the event of a road emergency unless directed otherwise by the bus driver.

- Evacuation drills are conducted routinely. Students are expected to cooperate fully.
- Food or beverages shall not be consumed on any bus at any time, unless specifically directed otherwise.

Bus Transportation: Discipline

The following are the disciplinary actions for the infraction of any of the rules stated above:

- **1st Offense:** Parents are notified and the student will be spoken to by the Assistant Principal.
- **2nd Offense:** Parents are notified and the student may receive an one day bus suspension.
- **3rd Offense:** Parents are notified and the student may receive a three day bus suspension.
- **4th Offense:** Parents are notified and the student may receive an one week bus suspension.

A serious bus incident may bypass the above procedure(s) and be dealt with in a more expedient manner.

Parents should contact the Dee Bus Company (978) 448-3322 with any problems or concerns regarding bus routes, bus stops, bus drivers, etc.

Drug and Weapon Free School

As stated in the Education Reform Act of 1993, M.G.L. Ch. 71, §37H, “ any student who is found on school premises, at a school-sponsored or school-related event (including athletic games), in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C., including but not limited to, marijuana, cocaine, and heroin may be subject to expulsion for the school or school district by the principal.” In addition, a student who possesses, handles, transmits or improperly uses any object that can reasonably be considered a weapon/ controlled substance is also subject to expulsion. This also includes making a “verbal threat” regarding the use of a weapon or bringing in an object that resembles a drug or weapon (toy gun, knife, etc.).

Illegal use of prescription drugs or nonprescription medication/drugs including exchanging or distributing of these drugs also fall under the Drug /Alcohol Policy (Section 37H).

Student should be aware that the federal Gun Free School Act (18 U.S.C. 922(q)) mandates that any student who brings a firearm to school be expelled for a minimum of one year, with the exceptions granted only by the superintendent. Under this act, a firearm includes not only a gun but also an explosive device.

An administrator may search a student if there are reasonable grounds for suspecting that the student is in possession of a dangerous weapon or controlled substance. This search includes a student’s person, belongings and school locker. If a search of personal belongings is conducted; it will be conducted in private when feasible by two school officials.

If the Principal feels that a more intrusive search is required, a search of a student’s person

which requires the removal of clothing other than a coat or jacket said search shall be referred to and conducted by a law enforcement officer. School personnel will not participate in such search. The police will be notified of contraband is found. All contraband will be turned over to the police. The student's parent/guardian will be required to meet with the administration to discuss the incident involving the contraband.

Tobacco Products

The Education Reform Act states "it shall be unlawful for any student, enrolled in either primary or secondary public schools in the commonwealth, to use tobacco products of any type on school grounds during normal school hours." This law requires that prohibited tobacco behaviors be outlined in school handbooks. "The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school building, the school facilities or on the school 7 G.L. c. 71, §§2A, 37H. 5 grounds or on school buses by any individual, including school personnel."

Dress Code Expectations

The student dress code supports our goal of inspiring students to learn while leaving primary decisions around student clothing and style to students and their parents/guardians. Our expectation is that parents/guardians are responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

1. Certain body parts must be covered for all students at all times. Students Must Wear:
 - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - Shoes.
2. Students Cannot Wear:
 - Violent language or images.
 - Images or language depicting drugs or alcohol (or any illegal item or activity).
 - Hate speech, profanity, pornography.
 - Images or language that creates a hostile or intimidating environment based on any protected class or marginalized groups.
 - Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
 - Accessories that could be considered dangerous or could be used as a weapon.
 - Any item that obscures the face or ears (except as a religious observance).

3. Dress Code Enforcement

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of Section 1 and/or 2 will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Vandalism

The term school vandalism refers to willful or malicious damage to school grounds and buildings or furnishings and equipment. Specific examples include glass breakage, graffiti, general property destruction, writing in books, writing on desks, marking walls, writing on and/or cutting up school bus seats, damaging school furniture. Vandalism will not be taken lightly, violators are subject to a range of responses [depending upon extent of property damage and/or repeated offense] including but not limited to: after school detention, repairing/cleaning/paying for damage, suspension.

Physical Aggression

Assault, Fighting, and/or Threats of either: Students who become angry or upset with anyone are encouraged to resolve conflicts peacefully. Teachers, counselors and other school personnel can help students find civil ways to handle disagreements. A student who threatens to harm, attempts to harm, or harms another student, staff member, school volunteer or visitor is subject to consequences [depending upon extent of aggression and/or repeated offense] including but not limited to: loss of after school activity privileges, loss of recess privileges, making amends, after school detention, in-school suspension and/or out of school suspension

Lockdown and Fire drills

As part of the Groton-Dunstable Regional School District's efforts to maintain a safe school environment, lockdown drills and fire drills will be conducted periodically throughout the school year.

Locker Policy

Authorized school personnel may open student lockers for inspection. Students are reminded to keep lockers free of all food and drink products that may perish over an extended period of time. Students will clean lockers at the end of each school year and at this time all locks should be removed for the summer.

Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. Report all thefts to the Main Office.

Lockers should be kept clean and neat. Any type of picture/item posting should be done with magnets. The posting of inappropriate material is not permitted. Physical Education lockers are also provided.

Section 12: Bullying

Bullying and retaliation are strictly prohibited in Groton-Dunstable Public Schools.

"Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

Acts of bullying, which includes acts of cyberbullying, are prohibited:

- 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

- 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.

Who is Involved with Bullying

- "Perpetrator", a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.
- "Victim", a student against whom bullying or retaliation has been perpetrated.
- "Bystander", those who witness the bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about bullying is also prohibited. GDRSD will investigate bullying, cyber-bullying and retaliation incidents in a fair, timely, and thorough manner while being mindful of personal privacy rights and the stigma that a student may incur from being labeled in some way or another. Verified incidents of bullying, in all its forms, will be dealt with firmly. Dispositions will begin with education and, when deemed necessary, will move to progressively sterner measures.

Reporting Bullying, Cyberbullying or Retaliation

Reports of bullying, cyberbullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member will be recorded in writing. A school or district staff member shall immediately report to the principal or to the principal's designee any instance of bullying, cyberbullying or retaliation he/she becomes aware of or witnesses.

All bullying referrals will be evaluated and/or investigated. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously without disclosing the aggressor. Each school will make a variety of reporting resources available to the school community.

Reporting by Staff

As staff members become aware of or witness conduct that may be regarded as bullying or retaliation, he/she shall respond to the incident and report it to the designated school personnel per district policies.

Reporting by Students, Parents or Guardians, and Others

In an effort to keep its students safe, the GDRSD believes it is the responsibility of 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 designated school personnel as

soon as possible. Reports that are made anonymously will be investigated before any contact is made with the aggressor or the target.

A student who knowingly makes a false allegation of bullying, cyberbullying or retaliation will be subject to disciplinary action as determined by the Principal or his/her designee.

Responding to a Report of Bullying, Cyberbullying or Retaliation

Safety

Once an initial report of bullying or retaliation has been brought to the attention of school personnel, the designated school personnel will take appropriate action(s) to maintain a sense of safety for all parties involved in the report, including the target, the aggressor and the reporting party (if it is a student). Once designated school personnel have made a determination regarding the validity of the report, additional steps and modifications will be made to keep students safe.

In creating a safety plan, appropriate accommodations may be indicated to limit the interaction between the target and the aggressor throughout the course of the school day. This would include but is not limited to, the classroom setting, the cafeteria, recess and school bus seating assignment.

The Principal or his/her designee will implement safeguards to ensure that all students involved in the incident are protected during the course of the investigation process. All students will be reminded by the Principal or his/her designee that retaliation is strictly prohibited and will result in disciplinary action.

Obligations to Notify Others

Notice to Parents or Guardians. Once an assessment of bullying, cyberbullying or retaliation has been made and been deemed valid, the Principal or his/her designee will immediately inform the parent(s) or guardian of the target and the aggressor of the incident. At this time, parents/guardians will also be informed of the investigation and disciplinary procedures that may follow. There may be incidents where parents are notified prior to the investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

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 his/her 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.

Notice to Law Enforcement. At any point after receiving and/or investigating a report of bullying, cyberbullying or retaliation, if the Principal or the principal's designee determines that criminal charges may be warranted, the principal will notify the local law

enforcement agency of said incident. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.

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 the principal's designee will contact the local law enforcement agency if he or she has reasonable evidence to believe that criminal charges may be pursued against the aggressor.

Investigation

The Principal or his/her designee will promptly investigate all reports of bullying, cyberbullying 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 his/her designee will interview students, staff, witnesses and parents or guardians. The Principal or his/her designee will remind the alleged aggressor, target, and all witnesses that retaliation is strictly prohibited and may result in disciplinary action. Interviews will be conducted by the Principal or his/her designee, in consultation with the school counselor. To the extent practicable, the Principal or his/her designee will maintain confidentiality throughout the investigative process and will maintain a written record of the investigation.

Determinations

If the incident is verified to be bullying, cyberbullying or retaliation, an immediate meeting will be arranged by the school official with the aggressor and the aggressor's parents or guardians. In the meeting, it will be made clear to both the aggressor and the aggressor's parents or guardians that bullying, cyberbullying and/or retaliation will not be tolerated in the Groton-Dunstable Regional School District. A meeting may also take place with the target and target's parents or guardians.

Depending on the level of the incident, local authorities may be informed of such incident(s) and the school will follow the recommendation from local authorities in resolving the continued behavior of the aggressor.

Upon completion of an investigation of bullying, the parents of the alleged target and aggressor shall be notified in writing of the determination of the Principal, or designee, regarding a complaint of bullying that is investigated. Said written determination shall inform the target of the target's right to access the Department of Elementary and Secondary Education's Problem Resolution System if the target believes that the investigation and/or determination was not conducted in accordance with applicable laws and the Groton-Dunstable Regional School District's Bullying Prevention and Intervention Plan.

Responses to Bullying

Bullying behavior can take many forms and can vary dramatically in its level of seriousness and what impact it has on the target and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of

“bullying,” as defined in this Bullying Prevention and Intervention Plan, will generally warrant disciplinary action against the aggressor, whether and to what extent disciplinary actions are imposed (e.g., detention, suspension, etc.) is a matter for the professional discretion of the Principal or his/her designee. No disciplinary action will be taken solely on the basis of an anonymous complaint. District administrators will integrate a range of responses that balance the need for accountability with the need to teach appropriate behavior. The needs and safety of the target will also be considered as part of restoring resolution to the bullying matter.

Verified acts of bullying shall result in intervention by the building Principal or his/her designee and will address the acts of the aggressor and the needs of the target and assure the sanction against bullying behavior is enforced with the goal that the bullying behavior will cease and desist. The expectations and consequences for non-compliance will be documented in a Bullying/Cyberbullying Contract Agreement for the aggressor, and must be signed by the aggressor and his/her parents or guardians.

The aggressor may be required to meet with a school counselor in an effort to learn about the dangers and life consequences of bullying and how it may affect the aggressor, bystanders and the target. During these sessions, the aggressor will work on his/her social skills development and be taught how to promote self-control and empathy. The Principal or his/her designee will also meet with the target and the target’s parents/guardians, to go over a Safety Plan which documents actions to ensure safety for the target.

The following are possible interventions for bullying incidents:

Non-disciplinary Interventions may include

- Meeting with parents/guardians to engage parental support
- Counseling
- Increased supervision and monitoring of student to observe and intervene in bullying situations
- Peer Mentoring
- Life Skills Groups
- Role Playing Activities
- Research Projects
- Skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

Disciplinary Interventions may include detention, in school suspension, out of school suspension, community service, and/or judiciary committee.

The Principal or his/her designee will make determinations regarding how to integrate the target back into the school environment and whether adjustments need to be made to ensure his/ her safety (i.e., increased staff supervision, classroom seating changes, bus changes, etc.).

Following a verified incident of bullying, the Principal or his/her designee will meet with the target to ensure that he/she is safe and to determine whether there has been a recurrence of the prohibited conduct. If so, the Principal or his/her designee will work with appropriate school staff to implement additional supportive measures immediately. Where an eligible student with a disability is found to have engaged in or to have been the target of bullying, the student’s IEP or Section 504 Team shall be convened to consider the

impact of such bullying upon the student's educational services and the need for additional services or support to enable the student to avoid further bullying.

Harassment

The Groton-Dunstable Regional School District strictly prohibits discrimination and/or harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or parenting status or homelessness and will promptly investigate and respond to all complaints of discriminatory harassment in accordance with applicable state and federal laws and regulations. M.G.L. c. 76, § 5.

Any individual who witnesses, becomes aware of, or believes that they have been subjected to harassment or discrimination on the basis race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or parenting status or homelessness should immediately contact the building Principal.

Retaliation against any individual who has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is strictly prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including long-term suspension from school.

Section 13: Student Conduct and Discipline

Student Discipline Guidelines

Good behavior and classroom discipline are imperative to learning. The purpose of Groton Dunstable Middle School's Policies and Standards for Behavior is to ensure a safe and orderly environment for everyone. The Administration will consider each student's situation on its own merit and act accordingly.

Students, parents and teachers should be aware that the school administration reserves the right to impose greater or lesser consequences for violations of school rules based upon individual consideration of the facts and circumstances of any disciplinary violation found to have occurred. Administrators will be the final arbitrator in all disciplinary actions. When more than one response is available, the school administrator will use the most appropriate choice according to the severity of the offense(s) and all other factors involved in the incident.

Disciplinary Due Process

All students will be provided with due process prior to the imposition of an in-school suspension, out-of-school suspension or expulsion except where circumstances necessitate the student's emergency removal from school grounds for up to two (2) school days.

Definitions

Teacher Detention - Time after school by a classroom teacher for reasons regarding academic concerns and/or classroom behavior. Teacher detentions have priority over all other school commitments. A twenty-four hour notice will be given in writing and sent

home with the student in order that he/she can inform his/her parent(s) of the assigned teacher detention. The classroom teacher may keep students until 3:30 pm or an agreed amount of time communicated in advance with parents. Failure to attend a teacher's detention will result in the student being referred to the administration to be assigned an office detention.

Office Detention - Time after school from 2:30 pm to 3:15 pm. Office detention has priority over all other after school commitments (i.e. sports, clubs). Students will not be allowed to work on their homework during office detention. Detention packets and/or assignments which require students to reflect on the incident and what they can do to prevent it from occurring again will be assigned. Parents will be notified if their child has been assigned an office detention at least one day in advance.

Lunch Detention - Assigned by a staff member. Lunch detention is served with a teacher or in the office during lunch time. Office detentions are automatically assigned if a student has accumulated five lunch detentions.

Expulsion: the removal of a student from the school premises and/or regular classroom activities for more than ninety (90) consecutive school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H^{1/2}.

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

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

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

Procedures

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Principal determines that the student committed the disciplinary offense, the Principal will provide oral notice to the student and to the student's parent(s) of the length of the In-School Suspension and will make reasonable efforts to meet with the parent(s). On or before the day of the In-School Suspension, the Principal will deliver written notice to the parent(s) of the basis for and length of the in-school suspension and inviting the parent(s) to meet to discuss the student's behavior if such a meeting has not already occurred. A

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

Out-of-School Suspension: In the case of disciplinary offenses **not** involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parent(s) will be given oral and written notice of the disciplinary offense with which the student is charged and of their opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Student's and/or parents do not have the right to representation by an attorney at a short-term suspension hearing. Where a student may be subject to a Long-Term Suspension, however, the Principal will notify the student and parent(s) of the student's right to legal representation (at private expense), the right to present and examine witnesses at the hearing, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of ten (10) consecutive days or less pending formal proceedings. Upon imposition of an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearings

Short-Term Suspension: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

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

- the right to be represented by an attorney or advocate at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;

- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

Principal's Decision

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

Appeals

A student's long-term suspension by the Principal in accordance with M.G.L. c.71 § 37H may be appealed in writing to the Superintendent of Schools within ten (10) calendar days from the effective date of the long-term suspension. A student shall not have a right to appeal any suspension that will result in the Student's suspension in or out of school for ten cumulative days or less in a school year.

For suspensions or expulsions imposed pursuant to M.G.L. c.71 § 37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. For suspensions or expulsions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal to appeal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of the student's removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the school's Education Services Plan. M.G.L. c. 76 §21.

Emergency Removal

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 student may be removed from school on an emergency basis and without prior written notice of a hearing at which the parents may be present. Such an emergency removal shall be temporary and shall not exceed two school days following the day of the emergency removal.

Upon determining that a student requires removal from school on an emergency basis, the Principal will orally notify the student and the student's parent(s) of the emergency removal and the reasons therefor and of a hearing to be conducted prior to the conclusion of the second school day following the student's emergency removal. The Principal will then provide written notice to the parent(s) and student of the emergency removal and of the hearing to be conducted within two (2) school days. Such written notice will inform the student of the student's rights at said hearing depending on whether the student may be subject to short-term or long-term suspension from school.

For additional information, please see Appendices - Massachusetts Laws – Student Conduct and Behavior.

Discipline and Students with Disabilities

The following procedures apply to the suspension of students with disabilities when suspensions exceed 10 consecutive school days or when the student is, as a result of a pattern of disciplinary removal resulting in the student's suspension in excess of ten (10) cumulative school days in the school year, subject to a disciplinary change in placement.

- Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, building administrators, the parents and relevant members of the student's IEP or Section 504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- If the Team determines that the behavior is NOT a manifestation of the student's disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Where a student's conduct is found not to be a manifestation of the student's disability, a functional behavior assessment may be conducted where appropriate and with the written consent of a parent.
- If the team determines that the behavior IS a manifestation of the student's disability, the student will not be suspended or expelled for the violation found to be a manifestation of his/her disability although the Student may be subject to a forty-five (45) school day unilateral removal for certain offenses. Upon determination that a student's conduct was a manifestation of the student's disability, the Student's IEP or Section 504 Team will conduct a review of the student's behavior intervention plan, if any, and/or will conduct a functional

behavior assessment of the student with the with the written consent of the student's parent.

- Regardless of the manifestation determination, the school district may place the student in an interim alternative setting (as determined by the Team) up to forty-five (45) school days if:
 1. The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
 2. The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 3. The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 4. The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring.

At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent *or* 2) by obtaining authorization from a court or the Bureau of Special Education Appeals (BSEA).

Appeals

A parent or adult student shall have the right to appeal the Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting by filing a request for Hearing with the Massachusetts Bureau of Special Education Appeals, One Congress Street, Boston MA 02108. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

Searches of Students and Student Belongings

A search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner

reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the search prior to the search being conducted. Searches of student may extend to articles of clothing such as pockets and outer garments and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.

A search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, searches of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be conducted in the presence of the student and a second school official. The use of canines on the exterior of vehicles or other items to detect odors do not constitute a search.

Should a student refuse to voluntarily comply with a request for a search, the student will be required to remain in the Main Office until the parents, and, if necessary, law enforcement authorities remove the student from school grounds

A search of a student or a student's property may be conducted at school or at any school sponsored event on or off of school grounds or during the transportation to and from school or school-sponsored events.

Searches of Student Lockers

School lockers are the property of the Groton-Dunstable Regional School District. Students shall not have any expectation of privacy in the contents of their school lockers and should be aware that school lockers may be searched at any time by school officials where there is a reasonable suspicion that the student's locker contains prohibited items or materials or evidence of violation of applicable laws and/or school rules and policies.

Appendices

Appendix A - Massachusetts Laws relative to Student Conduct and Behavior

II. M.G.L. c.71, § 37H – Possession of Drugs, Weapons and Assaults of School Staff

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

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

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

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

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

(E) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

II. M.G.L. c.71, § 37H1/2 – Felony Charges

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

detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

III. M.G.L. c.71, § 37H3/4.

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

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

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

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the

superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

IV. M.G.L. c.76, §21 – Academic Progress for Students Suspended or Expelled

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

V. M.G.L. c.71, §37L – Reporting of Incidents Involving Weapons / Transfer Student Records

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

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

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

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

VI. M.G.L. c. 269, § 17. Crime of Hazing: Definition: Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

M.G.L. c. 269, § 18. Duty to Report Hazing

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. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

M.G.L. c. 269, § 19. Hazing Statutes to be Provided;

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education 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 its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution, which fails to make such report. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Appendix B - Empowered Digital Use Policy

(Policy IJNDB) The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

Appendix C - Access to Digital Resources Policy Acknowledgment

(Policy IJND) The Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent in conjunction with the Director of Technology & Digital Learning shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The Groton-Dunstable Regional School District shall provide reasonable public notice to address and communicate its Internet safety measures.

Empowered Digital Use

All students and faculty must agree to our Empowered Digital Use Policy through acknowledgement and acceptance of the Middle School Handbook prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology & Digital Learning with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology & Digital Learning, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept our district's Empowered Digital Use Policy before accessing our district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate District rules governing the use of District technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Appendix D - Digital Media Publication Acknowledgement

(Policy IJNDC) The Groton-Dunstable Regional School District ("GDRSD") has adopted a district-wide web page in addition to other Internet based content and social media forums, which may include, but is not limited to, the district webpage, student digital portfolios, newsletters, blogs, or parent open house events. GDRSD maintains these web sources for educational purposes only, in furtherance of the educational mission of the GDRSD. All published works must relate to GDRSD's educational mission.

Supervision and Approval of Web Pages

The Superintendent (or his/her designee) may select the person or persons responsible for overseeing the GDRSD's web pages and maintaining the web pages in a manner consistent with this policy and the GDRSD's Access to Digital Resources Policy.

Staff members are encouraged to publish digital media content related to teaching and learning occurring in their classrooms. Staff members may not publish or link to nonprofessional and/or unapproved educational web pages as part of the GDRSD web site. The Superintendent (or his/her designee) retains the right to remove web pages they determine to be nonprofessional and/or unapproved educational.

Student or staff work (e.g. photos, videos, voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the GDRSD web pages, as detailed below. The process of publishing work online to a global audience prepares students to become effective and responsible digital citizens with control over their learning and digital footprint.

Content Standards

All digital media works are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student or when showing growth in learning. Digital media should be well organized and professional in appearance. Digital media artifacts should contain original or Creative Commons resources, unless written permission to display such material has been obtained from the owner and the owner is credited on the digital media artifact.

Safety Precautions

A. In general

Identifying information about students, such last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the

student's last name may be used where appropriate outside of special circumstances, (e.g. The Groton Herald, sports recognitions, drama production, etc.).

B. Student photographs & videos

Student photographs and videos will be published unless a parent or guardian has submitted the opt out form.

C. Student work

Student work, e.g. photos, videos, voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published unless a parent or guardian has submitted the opt out form.

D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written or verbal consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written or verbal consent.

Digital Media Publication Opt-Out Form	
<i>Only complete this form if you DO NOT want your child to participate in the Digital Media Publication Policy.</i>	
_____	_____
Student's School	Grade

Student Name	
_____	_____
Parent Name	Parent Signature

Date	