

DOUGLAS PRIMARY SCHOOL



PARENT/STUDENT HANDBOOK 2019-2020

Main Office 508-476-2154

Superintendent of Schools

Kevin Maines

508-476-7901

CINDY SOCHA
PRINCIPAL

Penny Hannon
SCHOOL SECRETARY

Primary School

(Handbook sign-off sheet)

August 27, 2019

Please return this form by 9/6/19

Handbook Receipt

Dear Parent(s)/Guardian(s):

Each Douglas Primary School parent/student is to read the student handbook, which is available electronically on the school's website. If you would like a hard copy of this document, please have your son/daughter request one with the staff in the main office. This handbook covers the policies and procedures to be followed throughout the year. Please take the time to review this handbook with your child.

Please complete the form below.

I have read and I understand the School Committee's policies regarding:

- Harassment
- Hazing
- Internet Safety & Acceptable Use Policy
- Weapons
- Drugs and Alcohol
- Violence
- Bullying Prevention Policy

Student's Name: _____ Gr: _____

Parent's Signature: _____ Date: _____

Douglas Public Schools School Committee

Brett Argall, Chairperson
Kelli Grady, Vice Chairperson
Lisa Brown, Secretary
Julie Moulder
Rebecca Charniak

Central Administration

Kevin Maines <i>Superintendent of Schools</i>	476-7901
Cindy Socha <i>Director of Curriculum & Instruction</i>	476-2154
Cortney Keegan <i>Business Manager</i>	476-4037
Nealy Urquhart <i>Assistant Superintendent of Student Support Services</i>	476-4034
Donna Sousa <i>Director of Technology</i>	476-4100x2111
Laura Nasuti <i>Special Education Coordinator</i>	476-4035
Lisa Leon <i>Director of Food Services</i>	476-3332

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ATTENDANCE

SCHOOL HOURS

School is in session **8:25 a.m. – 2:55 p.m.**

Students are welcome to begin arriving at school at 8:15 a.m., when staff members will be present to greet them. Drop off students should remain in their car until 8:15 a.m. on the road at the left side of the school. No drop off allowed along the side of the school. Parents need to park and walk their child to the sidewalk. Students are not allowed in the building until 8:15. Parents are responsible for your child until met by our staff.

Preschool hours: AM 8:30-11:15, PM 11:50-2:35, full day 8:30-2:35

Preschool drop off and pick up at the far right of the building.

ABSENCES

Daily attendance in school is mandatory, and every effort should be made to keep absenteeism to a minimum. When a student is absent from school, the parent must call the school before 8:25 am at 476-2154. The office will call the homes of students who are not in school and whose parents do not call. Douglas Primary School abides by Chapter 76, Sections 1 and 2 of the State Laws, which allows no more than seven unexcused absences in any period of six months. Students with a high number of absences can be reported to the Clerk of Courts for habitual truancy.

When a child returns to school after an excused absence, he/she must bring a doctor's note on the first day back. The note must specify the dates of absence and the specific reason for the absence.

In the case of absence due to a contagious disease (chicken pox, conjunctivitis, head lice), the student should report to the school nurse before returning to the classroom.

Excused Absences

Absences due to death in the family (parents, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin)

Doctor/dentist appointment-provided the doctor concerned writes a note indicating when the student's appointment actually occurred. The doctor's note should indicate the day (s) in question and will be given to the Office upon the student's return to school.

Excused absence for the observance of religious holidays

TARDINESS

Students who arrive at school after 8:25 a.m. will be marked "tardy". Whenever a student arrives late to school he/she must report to the Main Office, accompanied by an adult. Because arriving late to school is

disruptive to a student and the student's classroom we encourage all students to be on time. Chronic tardiness (10 or more at the half year) will be addressed by the Principal and or the school counselor.

EARLY DISMISSAL

While every attempt should be made to schedule activities and appointments after 2:55 p.m., it is sometimes necessary to dismiss students early. If a student is to be dismissed during the day a note is required. Students will not be dismissed to anyone other than a parent/guardian without a note in advance. The person picking up the child for early dismissal is expected to display an ID and meet the student at the Main Office and ensure that the child has checked out with the secretary before leaving the building.

Students will not be allowed to leave school unattended. Classroom teachers will not release a student to anyone they do not clearly identify as the parent/guardian unless they receive a note from the child or notification from the office that this is to occur.

Parents who come to school to pick up their children for early dismissal should park in the parking lot to avoid blocking the traffic flow. **Please do not park in the fire lane or bus lane.**

VACATIONS

Regular attendance is essential. Classroom learning is an ongoing process and every effort should be made to schedule family vacations to coincide with the school calendar. **The school does not condone or encourage vacations during school time.** Vacations taken during school time will be counted as unexcused absences. **Parents should notify the school in writing prior to any vacation.** The student is responsible for any make-up work. **All make-up work is to be done upon the student's return** and must be completed in the allotted amount of time similar to any other absences. Most of the assignments given to students are an extension of classroom instruction. Therefore, the classroom teacher is not required to send work with a student during these vacations.

SCHOOL DELAY OR CANCELLATION

The Douglas Public Schools use the One Call Now emergency calling system. This system provides instant phone message capability to all families in the district. On school days of a delayed opening or school closing, a message will be delivered to phone numbers designated by each family. Please use the Douglas website ([http://www.douglasps.net /Admin.cfm?subpage=227055](http://www.douglasps.net/Admin.cfm?subpage=227055)) to sign-up for this service.

If there is a question of a school delay/cancellation, please do not call the school or police department. Listen to one of the following radio or television stations:

WBZ TV Channel
Fox 25
NECN

WCVB Channel 5
WHDH TV 7

School delay/cancellation information will also be posted on the school website. In the event a decision is made to release students early, students will be served lunch prior to being dismissed. If proper supervision is not available, students will be allowed to remain at school until arrangements can be made

for pick-up. In most cases of inclement weather during the school day, an early dismissal will be no sooner than 10:45 AM.

When there is no school due to a cancellation the specialists (Art, Music, PE, Library) schedule continues on and that day is missed.

CAR TRANSPORTATION *Kindergarten and Grade 1*

Morning drop off

Parents are advised to park in the lot and walk their child to the sidewalk where they will be met by a staff member. Morning drop off begins at 8:15 A.M. when staff appear on the sidewalk. After disembarking, students enter the building directly. No students are allowed to play on the sidewalk for any length of time or enter the school prior to 8:15.

Afternoon pick up

All students picked up by parents in the afternoon should be checked out at the side, left entrance of the school building. Parents should park in the designated Parent Pick-Up areas adjacent to the playground and on the right side of Gleason Court and proceed to the side door where identification may be required and students will be checked out by a staff member who is on duty.

Preschool drop off and pick up

Parents are asked to park in the parking lot and walk their child to the preschool entrance on the far right of the building. Preschool staff will greet the children at the designated start times- 8:30 am/11:50 am.

WALKERS

In an effort to increase student safety, Primary School students are not allowed to walk or ride their bike to school. If students will not be taking bus transportation, an adult must pick them up at school.

BUS TRANSPORTATION

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws.

Additionally the Committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1-8: Students living more than one mile from school

No student in grades 1-12 will walk more than one mile to a bus stop.
No student in Kindergarten will walk more than ½ mile to a bus stop.

Procedure for School Bus Service Change Request

1. Parents will contact building administrators and put request in writing.
2. Building administrator forwards request to the bus company and if parent cites a safety (as opposed to convenience) concern, the request will be simultaneously be sent to the Douglas Police Safety Officer for review and written opinion.
3. The expectation will be that the request will be reviewed and opinions submitted to the building administrator within one week's time. The response will be reported to the parent immediately.
4. If the bus company and the Safety Officer disagree over a safety issue, the Safety Officer's direction will be followed.
5. If the parent is not satisfied with the outcome of the appeal at the building level, the parent then appeals to the Superintendent.
6. If the parent is still unhappy with the outcome of the appeal to the superintendent, the parent may appeal to the School Committee.

LEGAL REFS: M.G.L. 40:5; 71:7A; 71:68; 71B:5

CROSS REF: EEA. Student Transportation Services

Revised: 3/16/16

Students should be aware that riding the bus is the same as being in school. Conduct on the bus should be the same as classroom conduct with the driver receiving the same respect and courtesy due a teacher.

Bus students are not to be dropped off any place except on the school property during arrival in the morning. If students will not be riding home on the bus as usual **they must bring a note to school** specifying where they will be going and signed by parents.

Students will **not be permitted** to ride alternate buses for after-school social purposes (birthday parties, sleepovers, after-school visits, etc). The address from which and to which students are transported by bus should be consistent five days a week.

At the bus stop students will:

- Arrive on time, five minutes before the bus.
- Behave appropriately and respect private property.

On school buses students will:

- Enter the bus quietly in an orderly fashion.
- Cooperate with the driver.

Sit in your assigned seat and remain seated throughout the bus ride.

No eating or drinking on the bus.

Have quiet conversations with their peers.

Keep hands, feet, and all other belongings to themselves.

Conduct themselves appropriately – no vandalism, profanity, pushing or fighting.

Students are responsible for their own belongings on the bus.

Safety and courtesy requires appropriate conduct while boarding and riding the bus. For the safety of everyone, each bus is equipped with a video camera that documents each bus ride. Pupils reported for misconduct will be given “Bus Conduct Reports” which may require a parent’s signature. The following sequence will occur for reported bus misconduct:

First Offense – Warning and visit to the Principal. Parents will be notified.

Second Offense – Second Warning and visit to the Principal. Parents will be notified.

Third Offense – Loss of bus privilege for up to three (3) school days. Parents are called and notified in writing by the Principal.

Fourth Offense – Loss of bus privilege for up to five (5) school days.

Fifth Offense – Loss of privileges for the remainder of the school year.

HEALTH OFFICE

Douglas Primary School maintains a full-time health office under the supervision of Mrs. Katie Gilrein, R.N.

The health office is located adjacent to the main office. If you have any questions, concerns or need to speak with Mrs. Gilrein you can contact her at 508-476-2154 ext 3133.

MEDICATION ADMINISTRATION

In cases where it is necessary for a student to take medication during school hours, the following procedures are in effect:

Students are not allowed to carry any medications during school.

All medication must be transported to school by an adult and taken to the nurse’s office.

All medication administered in school require:

A physician’s order which includes the following:

Name of medication

Dosage of medication

Frequency of medication

Student’s diagnosis

A signed permission slip from the parent/guardian

All medication must be in a pharmacy labeled container that includes the student name. Extra containers are available at your pharmacy at no extra charge.

NURSE DISMISSAL

Parents will be notified if a student becomes ill at school. Please be sure to contact the nurse if student emergency numbers change during the school year.

HEALTH RECORDS

All students are required to have a complete health record on file in the nurse's office prior to entering school. Health record must include all required immunizations as mandated by state law and a complete medical physical.

All student visits to a school nurse will be recorded in the student database. Upon transferring to another school district, a student's health records will only be transferred if the parent has completed the required request for transfer with the school.

The Douglas Public Schools are committed to the confidentiality of these student health records.

IMMUNIZATION

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

PHYSICAL EXAMINATIONS

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

HEAD INJURY PREVENTION AND MANAGEMENT

The Douglas Public Schools are committed to the health and well-being of all its students including students who have suffered head injuries. As such, the district has established policies that adhere to state mandates which are strictly enforced within all of our schools. These policies are aligned with M:G.L. c.111 § 222; 105 C.M.R. 201.001. For an inclusive view of district policy for Head Injury Prevention and Management, please go to the District Policy Manual and reference policy: JJIF

LIFE THREATENING ALLERGIES

It is the Douglas Public School system's intention to provide a safe learning environment and well being for all children without discrimination or isolation of any child. There are several students in the Douglas Public School District with life threatening allergies. If your student has a life threatening allergy, please notify your student's Principal and school nurse immediately so that the risk of exposure can be minimized. Exposure to the offending allergen(s) such as latex or peanuts can cause life threatening reactions in these students and require immediate medical intervention. Therefore, the Principal, in conjunction with the school nurse, will set age-appropriate guidelines that minimize the risk of exposure to offending allergens and will designate precautionary procedures regarding known allergens. It is a

matter of health and safety and is mandated by School Committee Policy JLCCB. Please be cognizant of the severity of these allergies and refer to the school district’s LTA policy for additional information. **Douglas Primary School is a latex safe facility. The school uses latex-free supplies (elastics, pencils, erasers etc.), provides a peanut-free lunch table, and provides a special cleaning solution to wipe all lunch tables down to clear any contaminates. There are also signs around the building indicating the school is a latex-free and peanut safe building.**

HIV/AIDS

Students with HIV/AIDS have the same rights to attend classes or participate in school programs and activities as any other student. The privacy of students with HIV infection on AIDS is protected under State Privacy law (G.L. c.214, §§ 1B). The student’s parents maintain this information related to their student. They are not required to disclose this information to school officials. However, a student’s parent(s)/guardian(s) may inform school officials of a student’s AIDS/HIV status of their own volition. If this is the case it is best if this information is directly shared with the school’s administration, the student’s guidance counselor and the school nurse. If the parent(s)/guardian(s) wish the student’s primary care physician can provide this information directly to the school nurse or a building administrator. In order for these school officials to share this health information with other school personnel, they must receive formal consent and approval from the student’s parent(s)/guardian(s). For an inclusive view of district policy for HIV/AIDS – Communicable Diseases, please go to the District Policy Manual and reference policy: JLCC

COMMUNICABLE DISEASES

<u>Disease</u>	<u>Exclusion</u>
Chicken Pox	7 days- All lesions must be dry before returning to school
Conjunctivitis (pink eye)	Antibiotics for 24 hours before returning
Fifths Disease	None, not contagious after rash is visible
Impetigo	Antibiotics for 24 hours
Pediculosis (lice)	Treatment (medicated shampoo) and removal of all nits (eggs)
Strep Throat	24-48 hours on antibiotics
Vomiting	24 hours after vomiting stopped and fever free

If a student is allowed to come to school, but not participate in physical activities, a note is required from student’s physician stating the reason and the length of time to be excused.

For your child’s welfare and for the protection of others, we appreciate parental support and cooperation in ensuring that your child is kept home from school if he/she exhibits any of the following symptoms:

- Is not feeling well – i.e., has a headache or stomach ache
- A fever of 100 degrees within the last 24 hours
- A sore throat with swollen glands
- Other contagious symptoms, such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red, draining eyes
- Undiagnosed rash or skin eruptions
- Head lice/nits

I SHOULD STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.3 or higher	Within the past 24 hours	Within the past 24hours	Body rash with itching or fever	Itchy head, active head lice and/or nits	Itchy, "crusty" drainage, or redness of eye	Hospital stay and/or ER visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by doctor and have a note to return to school	Note from medical provider to return to school

PARENT/SCHOOL PARTNERSHIP

The Importance of a Strong Home/School Partnership

Educating young children in today's world is more complex and demanding than educating children earlier this century. Technology, advancements in the knowledge of how children learn, critical health issues, and other societal demands have placed a growing responsibility on today's public schools. Douglas Primary School strives to develop every child's fullest potential by providing a solid core curriculum and enrichment activities that allow each child to develop his/her unique interests and skills. Our school is most effective when we build strong relationships with parents and families.

Thus, we will make every effort to keep parents informed throughout the school year. Regular communications in the form of classroom newsletters, open house, parent conferences, and a weekly blog are scheduled regularly. It is helpful for parents to check book bags and backpacks each day for important notices.

Communicating with the Teachers

Communication with your child's teacher is always welcomed and encouraged. If you need to reach the teacher with any questions/concerns, you may send a message to them via e-mail, or leave a telephone message with the secretary and ask for the teacher to return your call. You may also send in a note in your child's backpack, and/or write a note in your child's agenda. Your child's teacher will provide additional guidelines regarding the method(s) of communication that work best.

When Parents Have a Concern

We welcome the opportunity to assist you and your child to have a successful school year. Contacting the right person to discuss your concerns can solve most problems. Generally, the best place to resolve an issue is with the classroom teacher or principal. Social Media is not the correct place to air concerns due to confidentiality. Please contact the teacher to discuss your concerns, and if you would like to meet with the teacher in person, please schedule an appointment in advance. If your concerns have not been resolved, please contact the Principal. Every effort will be made to respond to your concern in a timely manner.

PARENT-TEACHER ORGANIZATION

(PTO, Douglas Parent Advisory Council (DPAC), and School Council

PTO

A service organization whose main function is communicating educational, social and cultural concepts that will be of mutual benefit for parents, teachers and children. The Douglas Primary School endorses the strong collaboration provided by the PTO. It promotes a closer working relationship between home and school, and one of its functions has been to provide monetary support for enrichment programs, field trips, equipment and awards. Parents and staff are encouraged to lend their support. Each September, a slate of officers will be published and distributed to all families, as well as being posted on the school website. Please feel free to contact any of these officers in order to receive further information.

DPAC

Open to all parents and focuses on topics related to Special Education. Please consider joining. Information about the DPAC and contact information for the DPAC is sent home at the beginning of every school year.

School Council

Consists of a group of staff members, parents, and community members who voluntarily serve as members of a team to work collaboratively with the Principal to foster school improvement. Nothing contained in this section shall prevent the School Committee from granting a School Council additional authority in the area of educational policy; provided, however, that School Councils shall have no authority over matters which are subject to Chapter 150E of the General Laws. Added by St. 1993, c. 71, s.53.

VISITORS AND VOLUNTEERS

In order to **protect the safety and security of our students and staff**, all school **buildings** are locked **during school hours**. All visitors and volunteers are required to enter through the main front entrance, and report to the office. Visitors must ring the front doorbell and will be admitted into the building by the office staff. Visitors should sign in at the office and wear a visitor's badge.

Special visits to your child's classroom must be coordinated with the teacher and office staff in advance.

Guidelines for Parent Volunteers

Thank you for volunteering to work in your child's classroom! We welcome and appreciate parent volunteers, and depend upon you to help make Douglas Primary School a special, supportive place to learn and grow. We are grateful for any time you are able to spend at our school. In order to provide the best possible atmosphere for our students, the following volunteer guidelines have been established:

1. C.O.R.I. Background Checks. M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children, including chaperones. A CORI check must be obtained at least every three years during an individual's term of employment or service. This form is available from the school office. Because CORI forms may take several days to process, please allow sufficient time when planning to volunteer at a school event.

2. Safety First. Parent volunteers should enter through the main front entrance. Before coming to the classrooms, all volunteers must sign in at the office and wear a visitor's badge while in the building. This is for the safety of our children and our staff. To assure the safety of all, parents should not be alone with any student behind a closed door out of direct observation of another adult. At the conclusion of the visit, parent volunteers are to sign out at the main office prior to leaving.

3. Respect Confidentiality. The classroom environment at Douglas Primary School is a safe and happy one. We respect each child's individual rate and style of learning. We are highly professional and respectful of the privacy of our children and their families, and we do not talk about individual students outside of the classroom. Everything observed or heard while working in the classroom must be treated as confidential; therefore, please respect the confidentiality of information you may learn while in school. Because it is of utmost importance to protect the privacy and confidentiality of our students, we ask that all volunteers acknowledge that what happens in the classroom is confidential, and should not be discussed outside of school.

4. Media Coverage. While we allow pictures to be taken at events, field trips, PTO events, etc., please remember there are often other children in the photos you take whose parents may not have signed a release. Photos taken at school or PTO events should not be shared on social media without permission from the parents of children in the photo.

5. Keeping Commitments. It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a consistent manner. Your commitment is valued; the teacher will be planning for you to be there. Please be on time and provide adequate notice if you cannot keep your scheduled time. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is depending on you and needs adequate time to adjust the class plans.

6. Your Primary Responsibility: Helping the Teacher and the Class. Parent volunteers work under the direction of the classroom teacher who defines the volunteer's duties and expectations.

Your primary responsibility in the classroom is helping and supporting the class as a whole, and providing assistance to all students identified by the teacher. Please try to keep your role as volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes independence away from your child. We are striving to help our students become more independent and self-sufficient.

7. Be a Good Role Model. At Douglas Primary School, children and adults treat each other with mutual respect at all times. Be a good role model, and demonstrate desired behavior. Encourage students to do quality work, and give their best effort.

8. Questions and Issues. Volunteers work under the direction of school staff, recognizing the instructing, supervising, grading, and disciplining students are school staff responsibilities. Each teacher's job is to make decisions in the best interest of the whole class. If you have questions or concerns, please bring them to the teacher's attention privately at an appropriate time and consult with the teacher for guidance. Discussing issues in the middle of class or with other staff members or parents is not appropriate at any time. Clear, open, and direct communication is vital to our success.

9. Support the Classroom Teacher in Maximizing Instructional Time. When you are volunteering in a classroom where several parent volunteers are present, please keep adult conversations to a minimum. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn off the ring tone and hold any phone conversations outside the classroom.

10. Younger Siblings. Younger siblings should be left in the care of others while you are working at school.

Thank you! As a volunteer, you have the capacity to impact the success of many students. Your willingness to contribute and work in an educational partnership with us is greatly appreciated.

PARENT VISITATIONS

Parents are encouraged to visit classrooms and to observe school functions. All classroom visitations must be arranged in advance through the teacher and the Principal. The Principal will use discretion on visitations based on the priority of a continuous academic program. This priority will serve as a standard for the types and durations of visitations that are arranged. Please avoid scheduling visits with teachers at such times as arrival, dismissal, and prime instructional times. If you would like to speak to your child's teacher, please feel free to call or email and they will respond as soon as they are able.

BOOKS, EQUIPMENT, SUPPLIES

The books, equipment and supplies which your child will use are the property of the Town of Douglas. All materials sent home need to be returned in good condition. Any books lost must be immediately reported to the teacher. This includes library books which the students sign out. Parents will be financially responsible for lost or damaged books and equipment. Parents will be notified of damaged property.

VANDALISM

Any student who willfully damages or destroys school property, or the property of others on school grounds shall, through his parents or guardians be held liable for such damage or destruction.

BIRTHDAY CELEBRATIONS

TREATS

For many primary school children, birthday celebrations are an important part of their school experience. Due to the increased number of students with food allergies, popsicles, freeze pops, or Hood brand ice cream cups are the only items that may be sent in to celebrate birthdays.

INVITATIONS

Students are not allowed to pass out party invitations at school unless there is one for every child in the class. In the instance of a “girls” party, one invitation for every girl in the class would be allowed. In the instance of a “boys” party, invitations for every boy in the class would be allowed. Please notify the classroom teacher prior to distribution. The school is unable to provide mailing lists for classroom invitations.

DRESS CODE

School is a place of learning. Some manners of dress interrupt that process. It is requested that clothing for school be appropriate and seasonally suited. Shoes without heel support (flip-flops, sandals) are not appropriate for gym class or the playground. Sneakers must be worn for gym class and for outdoor recess. Parents should dress children accordingly for outdoor recess; in snow this includes hats, mittens, jackets, ski pants and boots. Children will not be allowed to play in the snow if they do not have all of the requested items. Further, any clothing that displays negative messages that involve anything deemed unacceptable by the Principal will not be allowed. The student’s parent/guardian will be called and asked to supply a change of clothing. Subsequent occurrences may be subject to disciplinary action. We ask that girls wear shorts under dresses.

Parents of preschool and kindergarten children are asked to send in an extra set of clothing in case of accidents.

EMERGENCY RECORDS

The school office maintains a file of emergency forms that contain information concerning parents' phone numbers, places of employment, and whom to contact in case parents are not available. It is essential that the information on this form be kept up to date. **If there is any change in phone numbers, addresses, or place of employment, the office should be notified immediately.**

FIELD TRIPS

Walking field trip permission forms are distributed in the opening day packets. Walking field trips include walking to the Elementary School to a Book Fair or enrichment program.

All parent chaperones MUST have an approved CORI on file with the school prior to the field trip. Cori's expire after one year.

From time to time, students will be afforded the opportunity to attend school-sponsored field trips as part of their educational experience. Teachers notify parents / guardians of all details relating to a field trip and obtain parental / guardian consent beforehand. Students will not be permitted to attend any field trips without written consent from their parents / guardians. In some cases, parents / students may be required to sign a release of liability agreement before students may attend particular field trips. The teacher must ensure that the destination of the field trip is accessible for students with disabilities. Under Federal law Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the ADA, and the Individuals with Disabilities Education Act (IDEA), as well as state laws and regulations, require school districts to provide students with disabilities equal access to programs, services, activities, and facilities. **For an inclusive view of district policy for Field Trips, please go to the District Policy Manual and reference policy: IJOA & IJOA-1**

STUDENT SUPERVISION

Students should be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers must have a CORI check in accordance with M.G.L. c.71s.38R. CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.

All students participating must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medicine.

FIRE /LOCKDOWN DRILLS

Fire drills are a necessary part of the school's safety program. Whenever the fire signal sounds, all classes proceed immediately in **SILENT orderly lines** along the route designated for each room from the building. A number of unannounced fire drills will be conducted during the school year. The Douglas Fire Department oversees our fire safety procedures.

A lockdown drill will take place during the school year. Teachers will prepare their students for the practice lockdown. Parents will be notified in advance of the lockdown drill.

HOMEWORK *Kindergarten & Grade 1*

Homework is regarded as an extension of the in-school learning accomplished by your child daily. The purpose of homework is to provide students with a variety of educational assignments designed to either practice, advance, prepare, or extend learning. Homework is viewed as an essential part of the curriculum. Homework fosters student growth in the areas of responsibility and time management. Students are expected to use their student planners as an organizational tool. Homework assignments must be submitted when due and demonstrate the student's best individual effort.

SPECIALIST CLASSES

Students in full day Pre-Kindergarten, Kindergarten, and grade 1 will participate in art, Library, music, and physical education on a rotating schedule. In order to maintain the privilege of borrowing books, students must return one book before borrowing another. Parents are financially responsible for lost library materials. Students should remember to wear sneakers on the day that they have physical education.

CAFETERIA

In the cafeteria students will:

- Enter and leave quietly.
- Use "Please" and "Thank you" when appropriate.
- Talk quietly to their peers.
- Be responsible for cleaning their eating "area".
- Raise their hand to throw away their trash.
- Leave their table and floor area free from trash.

Reminder: Soda and beverages in glass bottles are not permitted for snack or lunch beverage.

LUNCH PROGRAM

Students may bring bag lunches from home or purchase a school lunch. A school lunch including milk may be purchased for \$3.00. Milk may be purchased separately for 65¢. Lunches may be pre-purchased. Make checks payable to the Douglas School Lunch Program.

In order to qualify for either free or reduced lunch, parents are required to complete an eligibility form. Forms will be disseminated the first day of school or are available through the school nurse. Online payments can be made by registering on myschoolbucks.com. Alternately, payments can be sent in with your child.

SNACKS

Every class, including preschool, has a daily snack time. The school does not sell snacks, **so please send your child with a nutritious snack each day**. You may also send a drink (please no sodas or energy drinks).

Preschool provides water and a snack for those who do not bring one from home.

DAILY RECESS *Kindergarten and Grade 1*

In addition to snack time, **all students** are given a **30 minute recess break every day**. Recess is an important part of the daily school program. When playground and weather conditions allow (above 28 degrees), outdoor recess is the rule. Parents should dress children accordingly for outdoor recess; in snow this includes hats, mittens, jackets, ski pants and boots. Children will not be allowed to play in the snow if they do not have all of the requested items. Students will play cooperatively on the playground. The students will share existing playground equipment and display proper care and respect for facilities. Students are not permitted to bring baseball bats, (wooden or metal), hard balls, electronic devices, yo-yo's, skateboards, or anything deemed unacceptable by the Principal.

MEDIA COVERAGE/PUBLICATION RELEASE

Many school events and student accomplishments are publicized through both print and electronic media, including local newspapers, local cable television, and the school's website.

With the implementation of technology in education, **many aspects of our school life** will provide us with the **opportunity to publish photographs and/or names of students**. We have many printed, video and/or computerized publications which showcase all aspects of school life that are made available to the public.

If you have an objection to having your child's name publicized or your child photographed or videotaped, please contact the Principal during the first week of school with the child's name, grade, and homeroom.

Unless the school receives notice from a parent, it is assumed that parents have given consent for their children's names and images to be publicized through the means listed above.

REPORT CARDS

Report cards are issued each trimester for Kindergarten and First Grade. Parents are encouraged to contact the school if they wish to meet with teachers to discuss any individual problems. An appointment should be set up at an agreed upon time between the teacher and parent. Report cards may be accessed through the iPass/iParent portal. Parent conferences are held in November. Report cards are issued in December, March, and June.

Preschool students will receive a progress report in early December followed by report cards in March and June.

STEP-UP DAY

Students in Pre-Kindergarten, Kindergarten, and Grade 1 will be able to visit the classrooms and possibly meet their teacher for the following school year.

CODE OF CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

An important goal of Douglas Primary School is to teach our students self-discipline. It is the key to health and safety, productive schoolwork and consideration of the rights, property and safety of others.

The Douglas Primary School administration and staff support a *Conflict Resolution* model of discipline. This is a problem solving approach to conflicts that may arise during the course of the day. It is a learning opportunity for students to strategize alternative methods of dealing with confrontations.

The Douglas Primary School has adopted the following core values: Caring, Proud, Responsible, Honest, and Respectful.

Douglas Primary School students at all times will:

Treat fellow students, faculty, and staff in a civil, respectful, and courteous manner. This includes using common courtesies such as “Please”, “Thank You” and “Excuse Me”.

Respect and not break, damage, or deface the school property – buildings, grounds, materials, and furnishings.

Respect the personal property and school materials of others.

Respect the rights of fellow students without fighting, teasing, or name-calling.

Be honest in their words and deeds.

Behave in a way that does not disrupt learning.

Use language that is free from vulgarity and profanity.

Walk, not run in the hallways, and conduct themselves in an orderly manner.

An atmosphere of learning is the goal in all classes at Douglas Primary School and children are aware of the discipline code in their class that governs cooperation and appropriate behavior. Often a verbal warning is all that is needed to change students' misbehavior. If misbehavior continues, the following procedure will be followed:

1. Teachers will administer logical and related consequences on an individual basis (talk with student, loss of recess, call parent, send a note home, etc.)
2. If a student does not respond to number one, the student will be sent to the office, where the Principal will process the event further and decide on logical and appropriate consequences. Parents will be contacted by the Principal or the classroom teacher in regards to the steps that were followed.
3. If the student, in the opinion of the teacher and administrator, refuses to cooperate, parents will be notified and a conference will be set up to discuss a course of action.

Parents who have concerns regarding discipline should follow this contact procedure:

Notify the classroom teacher

Contact the Principal

The Principal has the authority to apply disciplinary procedures as necessary. ***If the misconduct is severe, the Principal can waive progressive discipline***

ARTICLES/SUBSTANCES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Items such as toy guns, water pistols, explosive devices, iPods, MP3 players, beepers, radios, trading cards, electronic games, playing cards, etc., and wearing of hats, securing hats on belts **are prohibited.**

If an **electrical/electronic device** is needed for an **educational purpose** and **has been approved by the classroom teacher** then it **may be brought to school**, otherwise, all electrical devices are prohibited. Pornographic/adult oriented materials are prohibited. **All prohibited materials will be confiscated and will only be returned to a parent/guardian.** Disciplinary action may be applied.

State Law prohibits the use of tobacco products (cigarettes, cigars, pipes, snuff, or chewing tobacco) by students on school grounds or at school-related functions. Tobacco products, lighters, and matches will be confiscated by any staff member. **Confiscated items will not be returned.**

LEGAL ISSUES AFFECTING STUDENTS

POLICY ON NON-DISCRIMINATION

The Douglas Public School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Douglas Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. (As mandated by Chapter 622 of the Massachusetts Acts of 1971 and Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5; and Chapter 199 of the Acts of 2011, amended statutes G.L.c. 76, & 5)

All inquiries regarding compliance with Title IX and Chapter 622 should be made to Nancy T. Lane, Superintendent of Schools, or may be reported directly to the director of the Office for Civil Rights, U.S. Department of Health and Human Services, JFK Federal Building Room 1875, Boston, MA 02203, (617) 565 1340, 617 565 1343 (TDD).

In addition, no person between ages three and 21 will be denied a free, appropriate, public education in the least restricted environment, as required and mandated by Massachusetts Regulation 603 CMR 28.00 and IDEA, 2004.

SECTION 504 OF THE DISABILITIES ACT

Section 504 is a Civil Rights Law which prohibits discrimination based upon disabilities and requires that schools as well as other publicly funded organizations make reasonable accommodations to ensure equal participation by individuals with disabilities. The spirit and intent of the law is to remove barriers to employment, education, and communication.

Students who have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, and/or are regarded as having such an impairment are eligible. Section 504 calls for a committee of individuals (parents, teachers, administrator, nurse...) knowledgeable about the student to make the determination that:

there is a disability, or it is suspected or assumed that there is a disability, and

the disability **substantially** (as opposed to mildly or moderately) limits a major life function. It is important to note that learning is considered a major life function

The student's Guidance or School Adjustment Counselor, based upon the input of the aforementioned group, writes the plan. This plan is provided to the parent and all school system personnel who will provide the accommodations outlined in this plan. A copy of this plan is placed in student record and reviewed whenever there is a significant change.

DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA

Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their disability or impairment. In addition to those rights set forth in this handbook, the following procedures will be implemented to comply with state and federal laws and regulations regarding students with disabilities. Procedures for students eligible for special education services are set forth in "Discipline of Special Needs Students" in this handbook.

Definition

A student with a disability is a student who has had or is perceived to have a physical or mental impairment that substantially limits one or more major life activities. This category includes students who are found to currently have such an impairment, have a record of having such an impairment, or who are perceived as having such an impairment.

Procedure

In the event that a student is found to have violated a school rule after implementing the general due process procedures (notice and hearing) provided in this handbook or under other school

policies, the Principal or his/her designee shall ascertain whether the student has been identified as a student with a disability under Section 504.

If the student has not been identified as disabled, the Principal or his/her designee must consider whether the circumstances surrounding the disciplinary incident suggest the existence of a disability.

In the event that the Principal or his/her designee concludes that there is no reason to suspect a disability, the student may be disciplined according to the regular disciplinary sanctions of the Douglas High School Student Handbook.

If the circumstances suggest that the student may be disabled, the Principal or his/her designee shall refer the student to the 504 Committee to evaluate whether the student has a disability.

If the student is identified or has previously been identified as a student with a disability under Section 504, prior to taking disciplinary action which would result in a suspension of one (1) to ten (10) days, the Principal or his/her designee shall determine whether the student's misconduct is a manifestation of his or her disability and assure that all disciplinary actions are consistent with the mandates of Section 504.

If the student is identified or has previously been identified as a student with a disability under Section 504 and/or is so identified upon an initial 504 evaluation and the disciplinary sanction or cumulative disciplinary sanction could result in a suspension from school for more than ten (10) days and the 504 Committee determines that:

the student is or continues to be disabled and his or her misconduct has a direct and substantial relationship to his or her disability

the violation of school rules is a direct result of a failure to accommodate the student's disability or an inappropriate or unimplemented 504 plan

then the student will not be suspended from school provided, however, that the 504 Committee may determine that the student's 504 plan should include modifications to address the student's misconduct including but not limited to delivery of educational services at an alternative site, behavioral modification plans, or any other appropriate modification or accommodation of disciplinary consequence consistent with Section 504.

In the event that the student previously has been identified as a student with a disability under Section 504 and/or, upon an initial 504 evaluation, the 504 Committee determines that the student is or continues to be disabled but his or her violation of school rules is not related to his or her disability, a failure to accommodate, or an inappropriate or unimplemented 504 plan, regular disciplinary sanctions under the Douglas High School Student Handbook may be imposed.

Evaluation / Re-evaluation

Initial evaluation pursuant to this policy and re-evaluation of students with disabilities under Section 504 who may be subject to suspension or expulsion for more than ten (10) cumulative days shall be conducted pursuant to Section 504. Determination of disability and disability

relatedness under subpart 2(a), 2(c), 2(d), and 2(e) of this policy by the 504 Committee will be made prior to the imposition of disciplinary sanction.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Principal or his/her designee will notify the Special Education Office of any offense committed by a student with a disability warranting suspension. A record will be kept of such notices.

When it is known that the suspension of a student with a disability may accumulate ten (10) days in a school year, a review of the IEP for sufficiency as required by Federal Special Education Regulations (IDEA 2004) will be held to determine the appropriateness of the student's placement or program. The Team will make a finding as to the relationship between the student's violation of the discipline code and his or her disability.

If the IEP Team finds that the student's violation of the discipline code is related to his or her disability or the Team determines that the current IEP is inappropriate, the Team will develop an amended IEP.

If the student's violation of the discipline code is not related to his or her disability or to an inappropriate IEP, a suspension may be imposed. The Team will determine a placement in which the student will receive services during periods of suspension beyond ten (10) days, which provides access to the general curriculum and addresses his or her IEP goals. All required regulatory procedures will be followed should further disciplinary consequences become necessary.

If a student carries a weapon to school or to a school function, or if the student possesses or uses illegal drugs, drug paraphernalia, or sells or solicits the sale of a controlled substance while at school or a school function, the Principal may order the change of placement for forty-five (45) days. The placement will be determined by the IEP Team.

In cases where a student's violation of the discipline code presents a danger to other students, staff, or the student himself/herself, and the parent or guardian does not accept the proposed placement, the School Committee will immediately seek court approval to suspend or exclude the student from Douglas Primary School.

Any dispute regarding the IEP will be resolved through the special education dispute resolution process. If a hearing is requested, the student will stay in his or her current placement unless a court determines otherwise or the parent agrees to an alternate setting pending resolution of the dispute.

HAZING

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

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

The term "hazing" as used in this section and in sections 18 and 19, 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 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

CH.269,S.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.

CH.269,S.19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of post secondary education shall issue to every group or organization which is part of such institution or is recognized by the institution or permitted 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 sections 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 acknowledgment 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 communication 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.

TOBACCO USE BY STUDENTS

CH.71, S.2A PROHIBITION AGAINST THE USE OF TOBACCO BY STUDENTS

It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth to possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. **This includes *electronic cigarettes/Vapor Pens* as well.** All incendiary devices (i.e. lighters, matches, etc.) are prohibited at all school-related functions. "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

WEAPONS

In all weapons cases, the police will be notified and legal action will be initiated.

A student shall not possess, use, or attempt to use any weapon on school premises or at a school-related function. In order to protect the students of the Douglas Public Schools, the building Principal and/or Superintendent of Schools will expel for a minimum of one calendar year any secondary school student in possession of a gun or a knife on school premises or at a school-sponsored function.

All lockers available to students are the property of the Douglas Public Schools. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration at any time. Any weapon found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code. For security reasons, students are not permitted to wear or carry outerwear (coats, jackets, hats) or book/gym bags during the school day. Students must store books, bags (including oversized pocketbooks), gym bags, and outerwear in lockers during the school day.

For purposes of this policy, a "weapon" includes, but is not limited to, a gun, a bullet, knife, slingshot, blowgun, blackjack, metallic knuckles, including a ring intended to be worn on more than one finger (fused rings) or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points, or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikiguisari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

This policy will be implemented according to the due process provisions of the Douglas Public Schools discipline code applicable to general and special education students. Students will acknowledge receipt of the policy by signing a receipt form stating knowledge of the weapons policy (JICI) from the Douglas School Committee and have read its contents. This form will be included in each student's first day informational packet and is available at the Douglas Primary School main office. The receipt card/form will be kept on file in the Principal's Office.

CH.269, S.10 PROHIBITION AGAINST FIREARMS IN SCHOOLS

Whomever, not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other

dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "Firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

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

Amended by St. 1987, C.150, S.2; St.1989 C.648

General Laws: CHAPTER 71, Section 37H3/4

Section 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.

See the following link for complete details.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3~4>

VIOLENT BEHAVIOR, ASSAULT

Violent behavior is inconsistent with an educational environment. Violence disrupts learning and can result in serious - even fatal - injuries to students, faculty, administrators, and other staff. Consequently, the Douglas Public Schools will not tolerate violence of any kind, in its schools, on its grounds, or at school-related events. The following conduct is prohibited:

Assault

Assault is intentional physical or verbal conduct by a student directed at another person, which results in unwanted contact with that person, or reasonably places that person in fear of imminent, unwanted physical contact. Examples of assault include striking another person, shoving another person, attempting or pretending to strike another person, brandishing a fist or weapon, or moving close to someone in a threatening manner.

Threats of Violence

Threats of violence include any written or spoken words, pictures, symbols, or anything else that can reasonably be interpreted as expressing an intention to commit a violent act against another person. This includes any threats of violence that are electronically transmitted. Any explicit or implicit verbal threat to the safety of a staff member (including his/her possessions) will result in a five-day suspension from school. This matter will also be reported to the police. An expulsion hearing may be held at the discretion of the principal. Any explicit or implicit threat against another student will result in disciplinary action and/or possible legal action.

Possession or Use of Weapons

See the policy on possession or use of weapons in this handbook.

Property Damage

Property damage is considered violent behavior when carried out as a means to threaten, intimidate, or harm another person.

STEALING

Stealing and pilfering are crimes and may be reported to the Police Department. Disposition of such incidents may be handled by the police in conjunction with school officials. See Code of Conduct.

VANDALISM

Any pupil who willfully damages or destroys school property or the property of others on school grounds shall, through his parents or guardian, be held liable for such damage or destruction. See Code of Conduct.

HARASSMENT

Harassment is repeated misconduct directed at another person, with the intent or effect of unreasonably interfering with that person's legitimate activities. Harassment may involve any of the behaviors listed above, as well as other behavior, such as verbal abuse, inappropriate or unwanted telephone calls, inappropriate or unwanted text and voice messages, inappropriate or unwanted messages on on-line social networking sites (for example, Facebook, MySpace, etc.), inappropriate or unwanted notes, and "stalking." Furthermore, harassment directed at one's race, gender, ethnicity, sexual orientation, age, religious beliefs (or lack thereof), political viewpoints, physical appearance, and physical/mental disabilities is unacceptable and will not be tolerated. Incidents of harassment will result in disciplinary action including but not limited to suspension and or expulsion. Depending upon the nature and severity of the harassment, law enforcement may become involved.

Reporting and Investigation

Students are encouraged to report violations of this policy to the assistant principal. However, if a student reports an incident to a teacher or guidance counselor the teacher or guidance counselor must report it to the assistant principal. The school will thoroughly investigate reports of violent behavior, as defined in this policy, and will keep reports confidential to the extent consistent with a thorough investigation.

Discipline

Students who violate this policy may face suspension or expulsion, depending upon the severity of the conduct. Suspension or expulsion will be handled in accordance with the discipline procedures in this handbook. In appropriate cases, the police or other governmental agencies may be notified.

SEXUAL HARASSMENT

Introduction

The Douglas School Committee (the "Committee") depends upon an environment of tolerance and respect for the achievement of its goals. The Committee is committed to provide an environment that is free of all forms of abuse or harassment. The Committee recognizes the right of all employees as well as students to be treated with respect and dignity. (For purposes of this policy, the word "employee" means anyone in the service of the Committee, either on a paid or volunteer basis.)

Sexual harassment is a form of behavior that adversely affects the employment and/or student relationship. It is prohibited by State and Federal law. The Committee also condemns and prohibits sexual harassment by any employee or student.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee or student, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee or student to function normally.

Sexual harassment includes such unwelcome actions as:

- sex-oriented verbal abuse;
- sexual remarks or jokes;
- physical contact including patting, pinching, or constant brushing against another's body;
- demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's status as an employee or student; and
- assaults or molestation.

The Rule

It is, therefore, against the policies of the Committee for any employee or student of the school department, male or female, to harass another employee or student, sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either implicitly or explicitly a term or condition of an employees' employment or a student's status;

- submission to, or rejection of, such conduct by an individual is made the basis for employment or student status decisions affecting the employee or student;

- such conduct has the purpose or effect of interfering with an individual's work or student performance;

- retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his/her work or school performance; or

- a hostile or intimidating environment is created for the employee or student.

Violation of Policy

Any employee or student violating this policy will be subject to appropriate discipline, including possible discharge for the employee by the Superintendent and expulsion for the student.

Committee Procedures for Complaints

The Committee has designated Sexual Harassment Grievance Officers. The current Sexual Harassment Grievance Officers are as follows:

Kevin Maines, Superintendent of Schools

Alternate: Nealy Urquhart, Assistant Superintendent of Student Support Services

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any incident of alleged harassment. The employee or student should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the charge.

Employees or students will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

Investigation

On receiving the complaint, the Sexual Harassment Grievance Officer or Alternate will promptly have a confidential preliminary investigation of the matter. If, after the completion of this preliminary investigation, it is determined that there is reasonable cause for finding a violation of this policy, the complainant and the charged employee or student will be notified of the finding orally. The charged employee or student will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.

Decision

After the response of the charged employee or student has been made, and any further investigation that may be warranted has been carried out, the Superintendent will make a final decision. If the Superintendent finds that the allegations in the complaint have been established by the investigation, the Superintendent will initiate discipline of the charged employee or student. Discipline will be appropriate to the offense and employees or students involved, and may include discharge or expulsion. The complainant will be notified of the disposition of the investigation.

Acknowledgment of Receipt of Policy

Staff members and students acknowledge receipt of this policy by signing a receipt form stating, "I acknowledge receipt of this policy from the Douglas School Committee and I have read its contents." Students acknowledge this policy by signing off that they have read the student handbook. The receipt form will be kept in the Principal's Office.

ALCOHOLIC BEVERAGES AND DRUGS

The Douglas Public Schools will not tolerate the use, possession, distribution or manufacture or being under the influence of any illegal drug, drug paraphernalia, or alcoholic beverage, in school, on school property, or at any school-related activity. This policy also applies to prescription drugs when they are not turned in to the school nurse.

The Douglas Public Schools encourages students with drug or alcohol problems to seek voluntary assistance, and the school will endeavor to provide assistance to any student voluntarily seeking drug or alcohol treatment or advice.

Prescription drugs for which the student has a valid prescription must be deposited with the school nurse during school hours and administered by the nurse as necessary. In cases where this is impossible for health reasons, students must present certification to this effect to the school nurse as soon as possible after the drug has been prescribed. In cases where the school nurse may not be available to administer a student's prescription (after-school activities, field trips, etc.), a parent must be present to dispense the prescription. No over-the-counter drugs are to be carried by the student. If these drugs are necessary, they must be maintained in the school nurse's office.

Any student who, while in school, on school property, or otherwise engaged in or attending a school-related activity, (1) uses or is under the influence of any illegal drug or alcohol, (2) has an illegal drug or alcoholic beverage in his/her possession, or (3) buys, sells, manufactures or distributes an illegal drug or

alcoholic beverage or attempts to do so, is subject to discipline, up to and including expulsion and referral for prosecution.

Definitions

“Drug,” “illegal drug,” and “controlled substance” shall include, but is not limited to:

Any substance regulated or controlled pursuant to M.G.L.C. 94C, including but not limited to, cocaine, marijuana, hashish, amphetamines, methamphetamines, and heroin.

Drug paraphernalia as defined below.

Any prescription drug obtained, carried, or distributed on school grounds other than through a valid prescription.

Other substances used to produce euphoria or a “high,” such as glues, paint, aerosols and other office or cleaning products.

“Drug paraphernalia” shall include, but is not limited to:

Pipes, bongs, roach clips, rolling papers, needles, syringes, spoons or tubes used for sniffing powdered drugs, or baggies, capsules or other devices used for storing drugs; and

Any other object or substance used for the ingestion, possession, transportation, distribution, or manufacture of illegal drugs.

Investigation

Students can expect the school to conduct a vigorous and thorough investigation when school officials receive reports concerning illegal drugs or alcohol on school premises or at school-related activities.

Students are expected to cooperate fully with school officials investigating drug abuse or any other matter outlined in this policy. Failure to cooperate with an investigation may be grounds for discipline.

Students Under the Influence of Alcohol or Drugs

If the school suspects that a student is under the influence of alcohol or drugs, while in school or at a school-related event, the student may be referred to the school nurse, if available, for an evaluation. If necessary for the student’s safety, paramedics and/or police will be called to take the student to the hospital for medical evaluation. The student’s parents will be notified immediately in the case of such an event.

Students Seeking Assistance

The school encourages students to voluntarily seek the assistance of a school administrator to obtain drug or alcohol treatment or advice. Parents will normally be involved as part of the team of adults enlisted to consider the best possible means of helping the students.

Disciplinary Consequences for Violation of Drug Policy

School: Students who violate the school’s drug policy are punishable by immediate out-of-school suspension for not less than three (3) days, nor more than ten (10) days, the maximum time period allowed. Loss of privileges (ex. Parking permit, extra curricula’s, etc.) as well as expulsion will be at the discretion of the administration.

Police: The Principal, immediately after finding a student in violation of the drug policy, will furnish the police department with a complete report, including, if any, the controlled substances, alcoholic beverages, and other physical evidence obtained for analysis and such criminal action as the police department may determine.

Other Agencies: In appropriate cases, the school may file a **CRA, Child Requiring Assistance** Petition with the appropriate court, or report violations of this policy to the Department of Social Services.

SCHOOL SEARCHES

Desk Searches

Desks assigned to (or used by) individual students by the school remain school property and may be inspected or searched by school officials at any time in the performance of their duties. Items found in a student's desk will be treated as though they are in the possession of the student.

Searches of the Person

School administrators may search a student (including pockets, book bags, purses, etc.) upon reasonable suspicion that the student is in possession of illegal drugs or any other contraband. Reasonable suspicion can be gained by observation of the student's behavior, information from reliable sources, or other facts leading the school to believe that drugs or contraband will be found in the place to be searched. Students returning from suspension for drug or violence-related offenses should expect to be searched prior to being readmitted to school.

MEMORANDUM BETWEEN DOUGLAS PUBLIC SCHOOLS AND THE DOUGLAS POLICE DEPARTMENT

The Douglas Public School District and the Douglas Police Department are committed to working cooperatively in providing a safe and secure environment for all children in the schools and in the community. It is the priority of both departments to work in concert to provide the safest and most secure learning environment possible for the students of Douglas. It shall be their responsibility to continually work in partnership, to build upon and strengthen this relationship which will in turn, benefit the students and their parents, staff members, and the administrators throughout the school district and the community of Douglas.

In the ongoing effort to establish the safest learning environments possible, the schools and the police have agreed on the designation and implementation of a police liaison who will act as the individual primarily responsible for providing security on the school campuses within the district. This liaison will have several responsibilities, not the least of which will be sharing of information among the two departments whenever it concerns the overall health and well-being, safety and security interests of all students, faculty and employees.

To that end, the Douglas Public School District and the Douglas Police Department have recognized that perhaps the most important strategy among several, is open communication and the perpetual sharing of information, and have identified it as vital to the successful implementation of a School Resource Officer Program. School administrators and staff members, law enforcement personnel, court personnel (including prosecutors and probation officers), and social service professionals must all agree to maintain open lines of communication in order to ensure the success of this or any similar collaboration. The effort must be seen as a collective partnership, where multiple entities work in harmony to achieve the ultimate objective which is the existence and maintenance of an educational environment that is free of violence and one in which students feel protected, nurtured and secure.

SCHOOL RESOURCE OFFICER

The Douglas Public School District, in association with the Douglas Police Department enlists the services of a Schools Resource Officer. This SRO provides services to all students in the Douglas Public

School System. This relationship affords immediate and clear communication between the schools and police. The SRO serves a first point of contact between the schools and the police department.

The goal of this relationship is:

Reduction and prevention of school related violence and crimes committed by students of the Douglas Public Schools

To assist in maintenance of safe secure and orderly learning environment

To establish an atmosphere of safety and security

To intercede in matters that may include violence, drug possession or distribution of alcohol or any threats involving any weapon

To serve as part of a team approach to the management of safety and security with the schools

To identify at-risk students and provide with support services

To support administration in reducing incidents of school violence, bullying, truancy and delinquency

To establish a positive and supportive rapport with students and staff in the district

To assist in conflict resolution

To generate reports and records

To monitor traffic flow and enforce motor vehicle laws

To work in collaboration with administration on programs, classes and presentations on topics related to school safety and student well-being

For complete details on the role and responsibilities of the SRO, please review the Memorandum of Understanding between the Douglas Public Schools and the Douglas Police Department found on the Districts webpage.

SECURITY CAMERAS IN SCHOOLS

The Douglas Public Schools strive to maintain a safe and secure school environment for its students, staff, faculty, visitors and facilities. To ensure this goal all Douglas Public Schools employ the use of security cameras to monitor its buildings, grounds and equipment as well as to monitor behaviors and personnel conduct. The district works to ensure adherence to proper procedures for the viewing, recording, storage of data use of any video recordings relative to applicable laws and regulations. The video recordings of these security cameras for safety and security purposes are the property of the school district. Access to these video recordings shall be restricted to school administrators, office personnel and the districts facility manager. The S.R.O. and law enforcement may be granted access to video recordings or to the security system after having given notification of this request to the school Superintendent or a designee.

ADVERTISING IN SCHOOLS

The Douglas School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.

The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.

Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

No direct solicitation of students or employees may take place without School Committee permission.

No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

COMMUNITY USE OF BUILDINGS

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople.

It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee. For an inclusive view of district policy for Community Use of Buildings, please go to the District Policy Manual and reference policies: KF & KFR.

ANIMALS IN SCHOOLS

No animal shall be brought to school without prior permission of the building Principal.

The Douglas School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final. For an inclusive view of district policy for Animals in Schools, please go to the District Policy Manual and reference policy: IMG

COMPUTER AND INTERNET ACCESS

The Douglas Public School District offers a multitude of computer technology resources and Internet access points in each school and classroom. The purpose of this technology and the Internet access is to enhance education and research by providing students and faculty with a means to access online resources and increase communication. The use of all computer technology resources and Internet access must be consistent with the educational objectives of the school district and within guidelines detailed in our Internet Safety & Acceptable Use Policy (AUP) which is compliant with the Children's Internet Protection Act (CIPA). All users who use the Douglas Public School's computer technology and/or Internet access are expected to read the AUP and then sign and return the agreement page. Adherence to the AUP and the return of a signed agreement page is a condition for the privilege of computer usage and/or Internet access.

The Internet is a global network linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential will assist in preparing your child for success in life and work.

Since the Internet contains a broad spectrum of resources, there are many avenues for potential misuse and abuse. As a result, Congress passed the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) in December 2000. CIPA and N-CIPA are federal guidelines for establishing a minimal Internet Safety and Acceptable Use Policy for the protection of minors in school and library facilities. Our school district has revised our AUP to comply with the FCC's CIPA and N-CIPA rules. By complying with CIPA and N-CIPA, our district will continue its eligibility to receive federal (ERATE) funding for Internet access. In brief, the CIPA rules state that an Internet Safety Policy is established which enforces monitoring online activities of minors and that a technology protection measure is implemented which blocks or filters visual images that are:

- Obscene
- Child Pornography
- Harmful to Minors

The N-CIPA rules further state a policy must also address the following:

Address and restrict access to materials on the Internet "inappropriate for minors," which is determined by the local school district.

Safety and security "monitoring" of minors using E-mail, Chat rooms, instant messaging, etc.

Unauthorized access, including hacking, and other unlawful activities on-line.

Unauthorized disclosure, use, and dissemination of personally identifying information about minors.

Measures designed to restrict minors' access to "materials harmful to minors."

The Douglas Public School District has implemented a network firewall solution that will provide URL content filtering/blocking using the Cyberpatrol® database, port filtering and/or blocking plus monitoring of internet traffic. No content filtering solution can claim it blocks 100% of the "harmful" material on the Internet, but our district is trying to provide the safest possible computer environment through the use of technology with systemic updates and faculty supervision of your child.

We would like to encourage you to use this as an opportunity to discuss computer and Internet safety with your child. The Massachusetts Attorney General's Office has published two helpful publications on Internet Safety: *The Internet, Your Child and You: What Every Parent Should Know* and *Internet Safety: Advice from Kids Who Have Faced Danger Online*. These publications may be found online at: <http://www.ago.state.ma.us/> or you may request a copy from any administrative office.

You have the opportunity to request restricted access to the computer technologies and/or Internet for your child. To exercise this option, please notify the district technology director and your child's school principal in writing. You and your child must sign the enclosed Internet Safety & Acceptable Use Agreement before your child is allowed to utilize the computer resources provided.

Please contact your child's building Principal if you have any questions or concerns.

INTERNET SAFETY AND ACCEPTABLE USE AGREEMENT FOR THE DOUGLAS PUBLIC SCHOOL DISTRICT

(Revised April 2008) **File: IJNDB)**

Introduction

The purpose of the Douglas Public School's Internet Safety & Acceptable Use Policy is to provide guidelines for using computer technology while complying with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act. Throughout the course of this document, both of the protection acts will be referred to jointly as CIPA. The Internet Safety & Acceptable Use Policy will be referred to as the AUP.

The Douglas Public School District offers access to computer technologies, the Internet, and electronic communication to students, employees, and patrons, provided that these resources are used in a responsible, legal and ethical manner to enhance educational learning.

The term "user" includes - but is not limited to - students, teachers, staff members, administrators, and members of the community who use the District's computer resources.

It is the policy of the Douglas Public School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

"Inappropriate Material", materials "harmful to minors" and the technology protection measure will be further defined within this AUP in section *B - Access to Inappropriate Material*. Prevention of

unauthorized access and other unlawful online activity will be further defined within this AUP in section *C - Network Usage - Part 4 - Illegal Activities*.

Prevention of unauthorized online disclosure, use, or dissemination of personal identification information of minors will be further defined within this AUP in section *C - Network Usage - Part 1 - Personal Safety, Security and Privacy*.

COMPUTER TECHNOLOGIES AND INTERNET ACCESS

Access to computer technology resources and the Internet are **privileges, not rights** offered to users at the discretion of the school and District administrators. Only authorized users may log on using the District's computer technologies and/or Internet access connections.

Any technology connection physically on district premises, remote connections (RAS, VPN, etc.) or wireless technologies which utilize district resources and/or an Internet connection are subject to the policies stated within this AUP and CIPA.

Educational Purpose

Computer technology resources and Internet access have been implemented for the purpose of educational enhancement. The term "educational enhancement" includes support of classroom activities, assignments, curriculum development, enrichment, and career development, as determined by the classroom teacher or administration.

The computer technology resources and Internet access have not been established as a public access service or a public forum. The District has the right to place reasonable regulations on the material accessed or posted through these resources.

The Internet may not be used for non-authorized commercial purposes; therefore, non-authorized products or services must not be offered, provided, or purchased through the Internet.

Computer technology and/or the Internet may not be used for political lobbying. However, resources to communicate with elected representatives and to express opinions on political issues may be utilized.

Computer technology and/or the Internet may not be used for any unlawful or criminal activities, including violation of any criminal or civil laws or regulations.

ACCESS TO INAPPROPRIATE MATERIALS

Technology Protection Measures

To the extent practical, technology protection measures shall be used to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to:

- visual depictions of material deemed obscene as the term is defined in section 1460 of title 18, US Code

- child pornography, as the term is defined in section 2256 of title 18, US Code Material deemed "harmful to minors"

 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated

normal or perverted sexual acts (refer to section 2246 of title 18 US code), or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

In addition to blocking of materials that are “harmful to minors” as described above and within CIPA, the District will enable blocking protection measures for additional web sites and materials that are not within the District’s educational curriculum. Blocking protection shall be applied to materials that are illegal, promote violence, profanity, intolerance or violates District/school policies. This may include any site that does not contribute to educational pursuits.

Blocking of additional websites will be maintained by the Technology Director.

The technology protection measures may be temporarily bypassed when requested by staff only for bona fide research or other lawful purposes. Only the District technology administrators will have the authority to disable filters for adult bona fide research.

District administrators may request proof of age identification for users before disabling filters for “adult bona fide research.”

Inadvertently blocked web sites that conform to the policies stated in this AUP and CIPA may be unblocked by the technology administrators after a thorough review by school and District administration for educationally suitable, age appropriate content.

USER POLICIES CONCERNING ACCESS TO INAPPROPRIATE MATERIALS

Computer technologies and/or the Internet may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people.

If a user mistakenly accesses inappropriate information, he/she should immediately notify the technology administrators and appropriate faculty members in order to be protected against a claim of intentional policy violation.

Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate and inconsistent with family, religious or ethnic values. Any web site or e-mail message that is inappropriate or inconsistent with these values should be promptly disclosed to faculty or school administration.

NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Douglas Public School District’s computer technologies and Internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Personal Safety, Security and Privacy

Users will not disclose, use and disseminate personal identification information regarding minors. Personal identification information includes: address, telephone, {photograph, and school records.}

Users will not post personal information about another person. This includes physical or sexual harassment or cyber-bullying.

Users will not agree to meet with someone met via the Internet.

Users will promptly disclose to faculty or school administration any Web site or E-mail message that is inappropriate or makes them feel uncomfortable.

Passwords are not transferable. A user account is limited to use by the person to whom it is issued. Use of another person's account or providing unauthorized access to one's account constitutes grounds for termination or restriction of access privileges. Users should take precautions to keep their passwords confidential.

E-mail & Electronic Communications

When using E-mail, chat rooms or other forms of electronic communication; users should be aware that their messages are the property of the Douglas Public School District. All messages are archived. They may also be copied, printed or forwarded by recipients. E-mail users should use professionalism and maturity in composing or distributing messages. Under Massachusetts law, all electronic messages received or sent by school employees are considered public records and are subject to the requirements of the Public Records Law. M.G.L. Chapter 66.

The technology administrators will assign E-mail accounts to employees at the request of school administration. Student E-mail accounts will be allowed only if an account is needed to perform communications for a currently enrolled course. Faculty members offering courses that require student E-mail addresses must provide the technology administrators with a formal request for an account.

Students must request consent from faculty before each usage of E-mail, chat rooms, blogs, instant messengers, or other forms of electronic communications. **Students are not to use electronic communications unsupervised.**

Any user who observes another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or an administrator.

Use of Personal Computer Technology

Students may not use any personal accounts to communicate on the Internet unless the accounts have been assigned by District faculty or the technology administrators.

Students may only use District-approved computer resources to access the District's network or Internet connection(s). Students must request approval for each connection time when the computer equipment being connected to the District's resources is not owned or leased by the District. Approval will be determined by the Technology Director. This equipment must be used in accordance with network security policies established by the District technology administrators.

Employees, students, and visitors who wish to use personal equipment or accounts to communicate through the district's Internet access must also comply with the policies stated

within this AUP, CIPA and any other network security policies established by the District technology administrators. This includes - but is not limited to - cell phones, personal music devices, handheld computing devices, and other evolving technologies.

The use of any recording devices to record or broadcast the activities of any person on school property without the express knowledge and consent of the subject is strictly prohibited. This prohibition does not apply to performances, sporting events, and other publicly attended events.

Those students who follow an IEP or 504 plan may use their own personal computer or an Alpha Smart (supplied by the district) computer if it is a response to their IEP or 504 plan.

ILLEGAL ACTIVITIES

Hacking

Users will not attempt to gain unauthorized access or go beyond their authorized access when connecting to technology resources available in the Douglas Public School District or to any other computer system through the use of the Internet so called “hacking”.

Eavesdropping / Wiretapping “sniffing”

Users will not listen to or decrypt any electronic communication that is not meant for their attention.

Spoofing

Users will not attempt to use the computer technologies to illicitly impersonate or assume the name of another computer system.

Port Scanning

Users will not generate an attack on any host for the purpose of finding vulnerabilities in active ports.

Viruses

Users will not make deliberate attempts to disrupt the computer system or destroy data by uploading, downloading or spreading computer viruses by any other means. The District has implemented virus protection software; users must not uninstall or disable this software. District virus protection procedures must be followed in order to prevent the inadvertent spread of computer viruses.

Denial of Service (DOS)

Users will not generate an attack by monopolizing system resources so that other users can not gain access to technology resources and the Internet.

Other Illegal/Non-authorized Activities

Users will not use the District’s computer resources to engage in any other illegal/non-authorized acts such as - but not limited to - arranging for a drug sale or the purchase of alcohol, entering into criminal gang activity, threatening the safety of a person, and gambling.

SYSTEM SECURITY

Users must immediately notify a technology or school administrator if they have identified a possible security problem. **USERS MUST NOT** intentionally search for a security problem because this activity may be construed as an illegal attempt to gain access.

DIAL- IN ACCESS

VPN, RAS or any other dial-in means is restricted to Douglas Public School District employees and authorized students for the purpose of distance learning.

INAPPROPRIATE LANGUAGE

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Users must not post information that could cause damage or a danger of disruption.

Users must not engage in personal attacks, including prejudicial, discriminatory, sexual, racial or religious attacks.

Users must not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. **If a user is told by another person to stop sending him/her messages, the user must stop!**

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Douglas Public School District to supervise and monitor usage by a minor of District computer technologies and the access to the Internet through District resources in accordance with this policy and CIPA.

In addition to supervising and monitoring usage by a minor, the District will continue to monitor District computer and Internet usage of students until the student is no longer enrolled in the District.

The technology administrators may install and enable devices for the purpose of routinely monitoring network resources and activities.

DATA AND SYSTEM RESOURCE LIMITATIONS

Users must not change copy, delete, read or otherwise access data or software programs without the permission of the owner or the technology administrators.

Users must not download or save files that will consume **unnecessary** large amounts of data resources. This includes but not limited to music, videos and photographs.

Users must not post chain letters or engage in "spamming". Spamming is sending or replying to irrelevant or inappropriate messages to a large number of people which may lead to the disruption of services.

Users must not modify or change computer settings which may affect the functionality or navigation of

software when accessed by other users.

Users must not install software on any computer system without permission of the technology administrators. Software installations must conform to the said vendor's copyright agreement. Software licensing agreements must be provided to the technology administrators.

Users may neither install nor have access to any unauthorized executable files.

Users must not vandalize or intentionally damage any computer technology.

Users must not remove computer technologies without the consent of the technology director and school or District administration. This includes hardware, software and data.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

The user must not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them without giving proper credit.

The user must respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. For example, copyrights may apply to software, documentation, music, video, and graphics. If a work contains language that specifies appropriate use of that work, the user must follow the expressed requirements. If a user is unsure about whether or not he/she may use a particular work, permission must be requested from the copyright owner.

Any and all sources used, including multimedia, must be cited in the proper format.

USER RIGHTS

Free Speech

A user's right to free speech applies to his/her Internet communications. Use of technology resources and the Internet from the Douglas Public School District is considered a limited forum, similar to any school publication, and therefore the District may restrict a user's free speech for valid educational purposes.

Intentional Violations

The Douglas Public School District is aware that policy violations may occur when a user is involuntarily routed to sites that contain inappropriate material. Therefore, disciplinary action shall only result when the policy is willfully and intentionally violated. The Douglas Public School District reserves the right to discipline any user for violations of this policy when it is apparent that the user knew, or should have known, that a policy violation was likely to occur as a result of the actions or inactions of the user in question.

Privacy, Search and Seizure

The District retains ownership and control of its technology resources. Accordingly, all users possess no rights to privacy in regard to their use of District technology resources, including – but not limited to – District computers, the computer network, the electronic mail system (e-mail), the Douglas website, and Internet access. The District does not guarantee - and users should not expect - confidentiality, privacy, security, or ownership of the content of any information accessed, sent, received, created or stored, using technology resources, with the exception of databases storing confidential information. All users should be aware that electronic

communications and other information sent via the Internet are accessible by third parties, specifically the Internet Service Provider.

An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District's technology resources and the Internet.

In the event there is a claim that a user has violated this policy and/or the disciplinary code in using the technology resources and/or Internet, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

If the violation also involves other violations of the disciplinary code, it will be handled in a manner described in the student or faculty handbooks. Additional restrictions may be placed on a user's use of the technology resources and/or Internet, which may include cancellation of privileges.

Disciplinary Action

Student violation of this policy and/or other Douglas Public School District policies may result in one or more of the following consequences:

- Restriction, suspension or revocation of access privileges;
- Removal from a class activity;
- Removal from an extracurricular activity;
- Detention, suspension or expulsion;
- Referral to the appropriate legal authorities for possible criminal prosecution; Civil liability

Staff violations of this policy shall be addressed by the District Administration.

LIMITATION OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the computer technology resources and/or Internet will be error-free or without defect. The District will not be responsible for any damage a user may suffer - including but not limited to - loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

ADOPTION

This Internet Safety Policy was adopted by the Douglas School Committee on: 06/26/2002. In compliance with CIPA, a public meeting was held on 05/22/2002, following normal public notice. The policy was revised by the Director of Technology/Technology Vertical Curriculum Team in April 2008, and brought before the Douglas School Committee on May 7, 2008, and again on May 21, 2008. This updated policy was approved by School Committee on June 18, 2008.

SIGNED AGREEMENT

All employees and students must return a signed agreement page. Students must return the signed agreement page to their homeroom teacher within three days of the school year's start date or time of enrollment.

GLOSSARY

Cite – To attribute the source of information

Copyright infringement – Use of copyrighted work without permission or in violation of copyright law.

Cyberbullying – Use of technology such as e-mail, chat rooms, blogs, etc., to harass someone.

Executable file – File that runs or starts a program

Plagiarism – Presenting the work or ideas of others as one's own.

RAS – Remote Access Server

VPN – Virtual Private Network

DISCIPLINE

SUSPENSION

Suspensions of Ten Days or Fewer

Suspension may be imposed in cases of serious misconduct or repeated offenses of less serious misconduct. Unless emergency circumstances dictate otherwise, the following procedure may be followed for suspensions of ten days or fewer. The student will meet with the assistant principal (or in the absence of the assistant principal, with the principal or his/her designee). At that meeting, the student will be told the nature of the charges, and have an opportunity to respond. The assistant principal will make a decision based upon information presented by the student, further investigation if required, and evidence already known to the assistant principal. If the assistant principal determines that a suspension is warranted, he/she will notify the student of the duration of the suspension, and, if the student previously denied the charges, the assistant principal will supply an explanation of the basis of his/her finding.

The school will make every effort to notify parents of the suspension by telephone immediately, and will, in all cases, notify the parents in writing. A student returning from suspension must be accompanied by a parent or guardian, and must meet with the assistant principal or principal prior to re-admission to school.

In most cases, suspensions will be based upon the discipline chart. However, the assistant principal retains discretion to impose a suspension of a different length (longer or shorter), or some other penalty based upon the circumstances of the case.

In all cases, once a student has been assigned to suspension, he/she will not be allowed to take part in or attend any school-related function or activity. This remains in effect until the student has officially returned to school from suspension.

Suspension days will be counted as excused absences. Students who are suspended will be given the number of days they are out to make up the work.

Suspensions in Excess of Ten Days

For cases involving suspensions in excess of ten days or indefinite suspensions based upon the issuance of a felony criminal complaint, the following procedure will be followed:

The principal will notify the student in writing of the reasons for a suspension in excess of ten days.

The student will be allowed an informal hearing, as set forth in Section I. for “Suspensions of Ten Days or Fewer,” prior to the suspension taking effect except where circumstances make it necessary to impose the suspension prior to such a hearing. (Such circumstances may include, but are not limited to, incarceration of student, refusal of student to attend the hearing, or where the student poses an unreasonable danger to the welfare of the school). In cases involving a felony criminal complaint, the principal may decide to take action without a hearing.

The principal will issue a prompt written decision setting forth findings on whether the student committed an offense and if so, the penalty awarded. Suspensions will be of a definite duration, except when based upon a pending felony criminal complaint.

The student may appeal the suspension to the superintendent by forwarding a written request for an appeal to the superintendent within five days of the effective date of the suspension. In the event of an appeal, the student may request a hearing, at which the student will have the right to present evidence and be represented by counsel. The superintendent will issue a decision within five days of the hearing.

EXPULSION

A student may be expelled for unusually serious offenses where the principal determines that the continued presence of the student in school would be detrimental to the welfare of the students, teachers, and administrators in the school.

Massachusetts General Law, c.71, §37H provides for expulsion of students under the following circumstances and after the following procedure:

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 knife; or a controlled substance as defined in chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

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 10 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 definition of whether the student has violated any provisions of this section.

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 the student does apply for admission to another school or school district, the principal 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 exclusion.

Expulsions for other reasons, such as conviction of a felony, where the principal determines that the continued presence of the student will have a detrimental effect on the general welfare of the school; cases involving violent conduct; and other cases where expulsion is set forth as a possible remedy under another policy in this handbook, will be handled in accordance with the same procedure set forth above.

A suspension may be extended beyond ten days, during the pendency of an expulsion, by following the hearing procedures above, provided the hearing date set by the written notice of charges is before the expiration of the original suspension or immediately thereafter. If the hearing is postponed upon the request or agreement of the student's parents or attorney, the suspension shall continue, pending the outcome of the hearing, unless the principal or superintendent determines otherwise.

BULLYING PREVENTION POLICY

The Douglas Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

M.G.L.c. 71, Section 370, the Bullying Prevention and Intervention Act.

Under the amended Act, Bullying is defined as follows: "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 herself or 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 the school. For the purposes of this section bullying shall include cyber-bullying." (*Emphasis added*).

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

Wire

Radio

Electromagnetic

Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in 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 the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

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

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

Create a hostile environment at school for the target;

Infringe on the rights of the target at school; and/or

Materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff.

The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Douglas Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Douglas Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:370

MGL 265:43,43A

MGL 268:13B

MGL 269:14A

CROSS REFS: AC, Nondiscrimination

GBAA, Sexual Harassment

JJICFA, Prohibition of Hazing

JK, Student Discipline Regulations

First Reading: October 6, 2010

Second Reading: October 20, 2010

Third Reading and Adopted: November 17, 2010

For an inclusive view of district policy for Bullying Prevention & Intervention, please go to the District Policy Manual and reference policy: JICFB

APPENDIX OF FEDERALLY MANDATED PROGRAMS

HEARING OFFICERS / CONTACT INFORMATION

The following staff members are hearing officers in charge of mandated programs.

Team Chair	Laura Nasuti	476-4034
504 Coordinator	Nealy Urquhart	476-4034
Title IX	Nealy Urquhart	476-4034
Title VI	Nealy Urquhart	476-4034
Special Education/ Student Services	Nealy Urquhart	476-4034

Douglas School System does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Douglas School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance coordinator, Shellie Wilson, at 508-476-4034.

Massachusetts Bureau of Special Education Appeals

(781)338-6407

Office of Civil Rights, Region I
U.S. Department of Education
John W. McCormick, POCH
Room 222
Boston, MA 02189-455

STUDENT RECORDS

State regulations governing student records are briefly summarized below. These regulations are available at the school for review.

A student's record consists of his or her school transcript and temporary record. The temporary record includes all information which is organized on the basis of the student's name, is relevant to the educational needs of the student (including special education files when applicable), and is kept by the school. A student's parent or guardian or an eligible student (who is at least 14 years old or has entered

the ninth grade), has the right to inspect all portions of the student's record upon request to the school Principal. The record must be made available to the parent, guardian, or eligible student not later than ten consecutive workdays after the request is made, unless the parent or guardian or eligible student consents to a delay. The parent, guardian, or eligible student may request copies of any part of the record. A fee may be charged for the cost of copying. Non-custodial parent access is governed by State Regulation 603 CMR 23.07 (5).

Confidentiality of Records

No individual or organization other than the parent, guardian, eligible student, or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian, or eligible student except in limited instances as specified by federal and state statutes and regulations governing student records.

Amendment or Deletion of Records

The parent, guardian, or eligible student has the right to add relevant comments, information, or other written material to the student's record. In addition, the parent, guardian, or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a Team evaluation. The parent, guardian, or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, her or she may appeal such decision to the school Superintendent and ultimately, to the School Committee.

Destruction of Records

A student's temporary record shall be destroyed no earlier than seven years after the student leaves the school system. A student's transcript may be destroyed no sooner than 60 years after the student leaves the school system. A school principal or his or her designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent, guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Policy on Release of Student Record Information

Pursuant to the federal and state regulations governing student records, Douglas Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent unless you notify Douglas Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "...any person, private or public agency...or organization other than the eligible student, his/her parent, or authorized school personnel." 603, CMR 23.02. For example, third parties to whom Douglas Public Schools may release student record information would include PTOs, the Douglas Schools Foundation, and newspapers which report on student activities, etc.

The information that may be released is limited to the following:

Student's name, address, telephone listing, date and place of birth, Major field of study, dates of attendance, weight And height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please send written notification to the

office of your school principal no later than Friday, September 26, 2008. You will be asked to review this policy annually.

NOTIFICATION OF RIGHTS UNDER FERPA

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

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Douglas Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students who are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Director of Pupil Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee. These provisions are found in the District Policy Manual. Homebound Instruction is policy: IHBF.

EDUCATION OF HOMELESS CHILDREN

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. For an inclusive view of district policy for Homeless Students, please go to the District Policy Manual and reference policy: JFABD

ENGLISH LANGUAGE LEARNERS PROGRAM

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language. For an inclusive view of district policy for English Language Learners, please go to the District Policy Manual and reference policy: IHBEA

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible PPRA students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

Protected Information Survey Areas

1. political affiliations or beliefs of student or student’s parent;
2. mental or psychological problems of the student or student’s family;
3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parent; or
8. income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. protected information surveys of students;
2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. instructional material used as part of educational curriculum.

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

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

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

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

PRA NOTICE AND CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires that the Douglas Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain

school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. political affiliations or beliefs of student or student’s parent
2. mental / psychological problems of student or student’s family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior
5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. religious practices, affiliations, or beliefs of student or parents
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. You will be sent notification prior to any of these activities. (Information from the U.S. Department of Education)

NOTIFICATION OF A PARENT’S RIGHT TO KNOW TEACHER QUALIFICATIONS

Every Student Succeeds Act (ESSA) allows parents or guardians to request information about the professional qualifications of their child’s classroom teachers. The parent/guardian will be provided with the following information on request:

whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;

the teacher’s degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and

whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Parents/guardians can request this information from the school Principal.

STUDENT SUPPORT SERVICES: SPECIAL EDUCATION

In Massachusetts, the special education system is based on federal special education law and the Individuals with Disabilities Education Improvement Act (IDEA, 2004 CFR 300) in concert with the state special education law (MGL c. 71B 603 CMR 28.00). These laws protect students with disabilities who are eligible for special education and guarantees them an Individual Education Program (IEP) to meet their unique needs. The Douglas Public Schools provide a full continuum of special education services for students with disabilities ages 3-22 (without a high school diploma) who have been found eligible for special education.

Early Intervening

Early intervening is a response to intervention (RTI). This reflects the school district’s responsibility to make every effort to assist a child before making a referral to special education. A procedure is in place in every school in the district to provide the necessary supports to students prior to referral.

Referral to Special Education

When a parent or professional identifies a child as possibly needing special education and related services a referral is made to begin the special education evaluation process. The evaluation process adheres to specific timelines enumerated in the aforementioned regulations.

Evaluation Process

The evaluation process' data drives eligibility determination. Parental consent is required for trained specialists to complete these evaluations. Parents have a right to the assessment reports two days before the Team meeting.

The Team Meeting

The Team, which consists of parents, special educators, regular educators, the Special Education Coordinator, related service providers, an individual who can interpret the instructional implications of the evaluation results, and the student (where appropriate) meets to decide eligibility, IEP services, and placement.

Eligibility requires a response to the following questions:

Does the child have a disability? If so, what type?

Does this child's disability result in an inability to make effective school progress?

Does the child require specialized instruction to make effective progress or require related services to access the general curriculum?

Disabilities for Eligibility include:

Autism

Developmental Delay

Intellectual Impairment

Sensory Impairment

Neurological Impairment

Emotional Impairment

Communication Impairment

Physical Impairment

Health Impairment

Specific Learning Disability

Services and placement are decided by the student's educational Team. Students individual needs drive these decisions and are reflected in the development of an Individual Education Program (IEP).

RISK ASSESSMENT

In cases where a student threatens the safety to themselves or towards other, the school may require a risk assessment by a qualified and registered support program before allowing the student to continue attending school.

PHYSICAL RESTRAINT

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Douglas School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. For an inclusive view of district policy for Physical Restraint, please go to the District Policy Manual and reference policy: JKAA

