

Student Handbook

Chandler Elementary School

2025-2026

Chandler School
Duxbury, Massachusetts 02332
781-934-7680
www.duxbury.k12.ma.us



THE DUXBURY PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF
RACE, RELIGION, COLOR, NATIONAL BASIS, SEX, SEXUAL ORIENTATION,
GENDER IDENTITY, DISABILITY, OR AGE IN ITS EMPLOYMENT, PROGRAMS, AND
ACTIVITIES



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WELCOME TO CHANDLER SCHOOL!

On behalf of the staff, we would like to welcome you to the Duxbury Public Schools, and to Chandler School. As the community early childhood school, we look forward to working with you to meet the intellectual, social, emotional, and physical needs of your children. We believe strong self-esteem is the key to a happy child and the beginning of a successful school experience. We have high expectations for all children to develop as individuals, respect others, and build a solid knowledge base of skills and learning strategies. The entire Chandler School staff will celebrate all steps of learning, knowing young children require different amounts of time and practice. We encourage you to be an active member of the school community all year long. We welcome your input and look forward to hearing your comments, concerns, and compliments. Together we can make a difference!

Erin Wieseahn
Principal

Susan MacNeil
Assistant Principal

Sara Milner
Curriculum Supervisor

Working together, schools and families can create a partnership of support for all children that recognizes and depends upon the positive influences of each partner. The following poem by an unknown author depicts the interdependence of teachers and parents/guardians in their efforts to create successful children.



UNITY

*I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher - the tools he used
Were books, music, and art.
The other, a parent, worked with a guiding hand,
And a gentle heart.
Day after day, the teacher toiled with touch
That was deft and sure.
While the parent labored by his side
And polished and smoothed it o'er.
And when at last, their task was done
They were proud of what they had wrought,
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If each had worked alone.
For behind the teacher stood the school
And behind the parent, the home.*

Author Unknown

DUXBURY PUBLIC SCHOOLS CORE VALUES AFFIRMATION

The Duxbury Public Schools are committed to inclusion and equity and value the unique identities of our students, families, and staff.

We expect our students and families, and our staff to embrace our diversity as a strength. We speak and behave in ways that demonstrate our respect for one another. We commit to being the most welcoming and inclusive community we can. We strive to provide access within our schools to ensure all students experience equitable opportunities within their courses of study, co-curricular activities, and athletics.

We do not accept words or actions that demonstrate bias, intolerance, prejudice, or bigotry which are counter to our core values and inflict harm on our community. We condemn acts of hate and discrimination on the basis of race, ethnicity, ability status, learning differences, sexual orientation, gender and gender identity, socioeconomic status, religion, language, national origin, and age.



We understand the importance of accountability while also giving our students grace to make mistakes, and learn from them. We acknowledge the importance of relationship building and the use of restorative practices to repair relationships that have been harmed.

CHANDLER SCHOOL SCHEDULE

8:35	Teacher Day Begins
9:00 - 9:10	Student Arrival
9:10	Daily Student Attendance is taken
12:45	Dismissal for Half-Day Kindergarten
3:25	Dismissal for Full Day Kindergarten, Grades 1-2
3:35	Teacher Day Ends

SCHOOL TO HOME COMMUNICATION

Summer	<ul style="list-style-type: none"> • Families are notified of classroom assignment • School shares a list of supplies for start of year • Bus schedules will appear on Duxbury Public Schools website
First Month of School	<ul style="list-style-type: none"> • Families receive welcome letter and Welcome Day schedule • Parents/guardians of kindergarteners bring their child to school the first day for a portion of the day • Open House - the evening gives parents/guardians an opportunity to meet administrators, specialists, and classroom teachers. This is a chance for teachers to give a curriculum overview, and to review classroom procedures and expectations. • Family handbook will be accessible through the Chandler website • Medical/emergency contact information collected • Photo release permission collected
Weekly	<ul style="list-style-type: none"> • Chandler School Update weekly newsletter will be emailed to families



Monthly	<ul style="list-style-type: none"> ● PTA Newsletter ● Classroom teacher newsletters
As Scheduled	<ul style="list-style-type: none"> ● Report cards are available on the Aspen Portal twice during the school year ● Check-in documents are sent to families at the midpoint of each term ● Parent/Teacher Conferences ● Grade Level and Classroom events
As Needed	<ul style="list-style-type: none"> ● Families will be contacted by telephone and/or email with reminders about school events, notifications of important announcements (e.g. school cancellations, delays, early release, unusual security events), and reports of student absence. It is imperative that parents input all necessary telephone numbers to be contacted. ● Website - https://www.duxbury.k12.ma.us/o/cs - The website is a primary source of important information.

HOME TO SCHOOL COMMUNICATION

Chandler School recognizes the importance of two-way communication between families and school. Your child's teacher should be your primary contact at school. All communication should begin with him/her. We encourage parents to be in contact with the school whenever they or their students have questions, problems or concerns. The following is a guide to help you determine the best person to contact, so that you will be able to get prompt attention for your situation.

The Chandler Main Office phone number is 781-934-7680.

	Contact Person
Classroom Teacher	<ul style="list-style-type: none"> ● Academic, social or other questions about your child ● Questions about classroom procedures ● Family crisis (e.g. death of a loved one, death of pet, changing family situation, etc.) ● Curriculum questions
Mary Duffy Administrative Assistant mduffy@duxbury.k12.ma.us	<ul style="list-style-type: none"> ● Matters pertaining to daily absence, tardies, and documentation to excuse each ● Questions about Aspen Portal login



Erin Wieseahn Principal ewieseahn@duxbury.k12.ma.us	<ul style="list-style-type: none"> • General concerns or compliments • Student or family concerns • Custody agreements or legal concerns
Sue MacNeil Assistant Principal smacneil@duxbury.k12.ma.us	<ul style="list-style-type: none"> • Student relationship concerns • Bus behavioral concerns • Financial assistance requests
Sara Milner Curriculum Supervisor PS-2 smilner@duxbury.k12.ma.us	<ul style="list-style-type: none"> • Specific curriculum program information not answered by classroom teacher • General grade level curriculum questions
Katie Wilcox School Nurse kwilcox@duxbury.k12.ma.us Mackenzie Hayes School Nurse mhayes@duxbury.k12.ma.us	<ul style="list-style-type: none"> • Medication needs • Any new medical diagnosis or extended illness • Medical documentation • Injuries
Amy Burns School Adjustment Counselor aburns@duxbury.k12.ma.us Shannon Jones School Adjustment Counselor sjones@duxbury.k12.ma.us	<ul style="list-style-type: none"> • Family crisis that impacts your child (in addition to classroom teacher contact) • Significant peer challenges • Difficulty relating to peers • Anxiety • Financial assistance requests

Communication with Chandler Staff Members

Please call the office 781-934-7680, e-mail, or send a note with your child. The office staff may also connect you with the staff member's voice mail, if applicable. Your child's teacher will inform you of the best method to contact him/her at the beginning of the year.

Chandler School Council

Chandler School Council was established by the Massachusetts Education Reform Act of 1993. Its purpose is to advise the principal on the identification of the educational needs of students, formulate a school improvement plan based upon school and system goals, and to participate in a review of the annual school budget proposal. The School Council consists of four teachers, five parents, the principal, and a community representative.



Once all the new members are elected, we will establish persons responsible and target dates for implementing the Action Items from the Improvement Plan. In addition, the School Council will support the Duxbury Public Schools' Strategic Plan as appropriate for Chandler School.

CHANDLER SCHOOL GREEN

Our GREEN Initiative gives each staff member common language to use with students about the expectations at Chandler School. There is a [family resource site](#) with more information about the common language and the social and emotional learning connected to each letter.

G	Great Friend to All:
R	Respect
E	Expected Behavior
E	Encourage Safe Choices
N	Never Give Up!

CHANDLER SCHOOL DISCIPLINE

It is understood that young children test their world and the limits that are imposed upon them. Duxbury Public Schools (DPS) staff always maintains a respectful attitude towards children, as we help children develop more independence and self-control. All discipline discussions are related to our GREEN behavioral expectations.

When situations occur which require disciplinary action the teachers use positive language to explain what is expected of the child. After repeated staff interventions, a child may be redirected to an administrator. Families will be notified when it is deemed appropriate by the administrator and the staff member.

Typical consequences resulting from a student's inappropriate behavior could include:

1. A discussion with the school administrator and when appropriate, with other students
2. Loss of preferred activity (i.e. recess or choice) to focus on lessons that build upon social skills tied to the behavior
3. Three-way conference with parent, student, and school administrator
4. Suspension (for severe situations: in school or out of school). Please refer to School Committee Policy JIC

Our primary goal is to support children as they develop the necessary skills to regulate their own behavior and resolve conflicts when they occur.

Student Searches (Please refer to School Committee Policy JIH)

On occasion it may be necessary for school staff to conduct searches of students, consistent with federal and state law. In determining whether and how to conduct a student search, school



officials must use common sense and good judgment. Students should not have an expectation of privacy in their school cubbies or desks.

PROCEDURES TO ADDRESS CONCERNS OF BULLYING

Chandler School staff adhere to the Duxbury Public Schools' Bullying Intervention and Prevention Plan (May 2023), which can be found at <https://www.duxbury.k12.ma.us/page/anonymous-reporting-of-student-safety-concerns>.

SCHOOL PROCEDURES

Absences (Please refer to the School Committee policy JH)

Every day of school is important to your child's education. Therefore, students should be in school unless they are ill. We request you schedule medical and dental appointments before or after school, and during vacations according to the school calendar. A NOTE TO YOUR CHILD'S TEACHER IS REQUIRED AFTER EACH ABSENCE.

- If your child is ill, please keep him/her home until fever free for 24-hours without medication before returning to school.
- Please fill out the electronic absence form.
- Call the school nurse after your child is absent for 3 consecutive days.
- Families of students who are absent from school will receive an automated message regarding their absence.
- Teachers cannot respond to same day requests for student work if your child is absent due to illness. If you know your child will be absent from school for an extended period of time (5 or more consecutive days), please give the school one week's notice in writing in order to allow ample time for the preparation of assignments by teachers. It is the parent's/guardian's responsibility to be certain all assigned work is completed and returned to the teacher. While we acknowledge traveling with families provides valuable life experiences, please recognize that some lessons and learning experiences missed may not be able to be replicated.
- In accordance with M.G.L., Chapter 222, a meeting is required between the school and the family when a child has five or more unexcused absences to develop an action plan to improve attendance.
- An unexcused absence means that the school has no documentation that the absence was for illness or family emergency. Chandler School requires that families provide notes when a child has returned from an absence that explains the reasoning behind it. Notes may be submitted by the parent or guardian and should be sent to the child's teacher. In the case of excessive excused absences, the school may ask for further documentation from the physician.

Animals



Children are not allowed to bring animals to school. Animals may pose problems for individuals who are sensitive or allergic to animals.

Arrival

We are unable to provide supervision for children until 9:00 a.m. Pupils who are transported privately should not arrive prior to that time. Drop off between 9:00 a.m. and 9:10 a.m. should occur at the front entrance of the building for all K-2 students. Please pull into the outside loop at the front of the building. DO NOT ENTER THE BUS LANE. Stop at the walkway by the flagpole. Wait until a staff member opens the car door to let your child out. Exit from the north end of the driveway. After 9:10 a.m. please walk your child to the office for a tardy slip. Preschool drop offs are only at the Canty Wing Office Entrance. The Canty Wing entrance is for Preschool and Magic Dragon only.

Grades K, 1, & 2
Preschool

Front Door
Canty Wing Door

Before and After School Programs/Child Care

Duxbury has several Extended Day Programs that operate Monday through Friday and follow the school calendar. The Breakfast Club, a program providing before school care, begins at 7:15 a.m., and is located in Chandler School. The Junior Club, offering after school care for children in kindergarten through grade 2, is located in Chandler School, and operates from the end of school until 6:00 p.m. For tuition rates and more information call 781-934-7680, ext. 2016.

Birthdays

Parents and teachers want to be able to recognize each child's special birthday in a happy, safe and healthy manner. Chandler birthday celebrations will focus on the child, rather than treats or food, and are fun, interactive and memorable. Birthday food, gifts, or treats for the entire classroom cannot be accepted. We are not able to distribute birthday party invitations at school, unless the birthday child's whole class will be receiving an invitation.

Building Security

Other than during arrival and dismissal times, all doors are locked. Visitors at the front door and the canty wing entrance are required to use the buzzer and will be allowed entrance after verbal and visual identification are given to the main office. All visitors and volunteers must sign in at the main office and wear a badge. Please refer to dismissal procedures for security at that time.

In order to maintain a safe and secure school environment, security cameras are present throughout the schools. They may be in use in any area, inside or outside of the school



buildings, where there is no expectation of privacy. Students identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

Bus

Please note that bus services are contracted with an independent bus service provider; bus services are not provided by the town. We work with the contractor on an ongoing basis to ensure a positive experience for our students. The Chandler School Office is open and staffed until all children are off the buses at the end of the day.

Every child riding the bus will need a district-provided bus pass.

All K-12 children must ride their own bus unless it is an emergency. No Chandler students may be dropped off without an adult present. If there are extenuating circumstances parents can call the bus office and/or the school office to make other arrangements. (See School Committee policy- EEA.)

At the beginning of the school year, information will be sent home regarding bus personnel and procedures. In the event a parent/guardian has a specific concern, it should be addressed first with the bus driver. The Chandler School Office is open and staffed until all children are off the buses at the end of the day.

Bus Rules (See School Committee policy EEA)

Students in grades K-6 who reside beyond 2 miles from school are provided free bus transportation. Students in grades K-6 who reside within 2 miles and all students in grades 7-12 are offered bus transportation for a fee. All students riding the bus will receive a bus pass. Proper behavior on the bus is required of all students and cooperation of parents/guardians is essential. Please review these rules with your child:

1. Children must obey the driver promptly and respectfully.
2. Children are to sit down in the seats and must not extend their arms or head out the window of the bus.
3. Children may not move about or stand in the aisles while the bus is in motion.
4. No glass containers or live animals are permitted on the bus.
5. Profanity and obscene gestures are specifically prohibited.
6. All kindergarten children sit in the front of the bus.
7. Medication of any kind is not to be sent on the bus.
8. Eating and drinking on the bus are prohibited.

Failure to comply with the above rules will result in a bus incident form written by the driver. An administrator will confer with the child to discuss the incident and appropriate action will be taken. Repeated offenses will be discussed with parents and will result in loss of bus privileges.



Please refer to the Transportation Services link on the Duxbury Public Schools' webpage for other information.

Change of Address

Please notify the school immediately of any change of address or telephone number. If a student is moving from Duxbury, the parent can request a withdrawal form from the main office. The new school district will request the student's records soon after he/she has registered with them. Student records cannot be furnished to the new school without written permission from the parent(s).

Express Student Information Update

Duxbury Public Schools now allows parents/guardians the ability to update addresses, email addresses, and phone numbers online on our website.

<https://www.duxbury.k12.ma.us/page/student-information-update-change-of-address>

Dismissal

- a. If you need to have your child dismissed from school, please notify the classroom teacher in writing. Please use dismissal forms that are available on the webpage. Students being dismissed early will be dismissed only from the main office after the parent or guardian has introduced themselves to the office staff and signed the appropriate sign-out sheet. Please do not go to the classroom. Because of the Massachusetts' Time and Learning Regulations, we encourage students to be in school for the entire day as dismissals before 3:25 p.m. impact students' instructional program.
- b. At dismissal time (3:25 p.m.) all K-2 students being picked up are dismissed to the gym. Children will not be dismissed to another adult without written permission from the parent or guardian. We appreciate limiting early dismissals to emergency situations. Please note that bus dismissal is still occurring at the front of the building until 3:35 p.m.
- c. In case of emergency when a change in dismissal is necessary, please call the school office (781-934-7680) and the necessary arrangements to have the child ready for dismissal will be made.
- d. Special situations: Court documents such as restraining orders, custody agreements, etc. need to be on file in the school office if your child is NOT to be dismissed to others.
- e. Half day dismissal (fall and spring conferences; day before Thanksgiving): All K-2 students are dismissed at 12:10 p.m. No lunch is served. All students will follow their regular dismissal plan for that day unless the school is notified of a change.
- f. Preschool- pick up at Canty Wing entrance.
- g. School administrators will make families aware of unscheduled early dismissals.

Dress



Students are expected to dress appropriately for the work of learning. Just as grown-ups must dress appropriately for their places of business, so must children dress appropriately for school.

Students' attire, including their footwear, should allow for their participation in the numerous physical and academic activities that comprise a school day. Their clothing should neither contain messages or images that disrupt the educational process, nor be inappropriately revealing.

The Principal and her/his designee are responsible for determining whether a student's attire meets these expectations. They will work with, and contact the families of students whose dress does not meet these expectations.

Dropping off materials to your child

When dropping off materials for your child do not go directly to the classroom. Please leave the items at the main office and have the item(s) clearly marked with your child's name and teacher. The school office staff will see that the material is delivered to your child as soon as possible.

Field Trips

Field trips may be scheduled by teachers to enhance the curriculum. Requests for field trips are approved by the Principal. The cost of transportation, lunch, and admission fees must be provided by parents. Any family needing assistance in this regard is encouraged to contact the teacher or principal. Permission slips must be signed before students will be allowed to participate in the field trip. If you have questions or concerns about this, please contact your child's teacher.

Fire Drills

Fire Drills are scheduled periodically and are conducted under the supervision of Fire Department officials.

Library

Each K-2 class visits the library once a week and all children have the opportunity to borrow books on a regular basis. Library skills are also integrated into the Classroom Literacy Program. In addition, the school library is a resource for teachers for specific curriculum topics. Books can be donated to the library through the Chandler PTA book gift program available throughout the school year.

Lost and Found

The lost and found center is located in the cafeteria. Parents and children are encouraged to check these areas for lost articles. Valuable items (jewelry, watches, money, eyeglasses) that



have been lost are usually returned to the school office. Contact the school secretary for specific information.

Lunch/Recess

All students have a 30-minute lunch and a 25-minute recess period daily supervised by adults. Students in Kindergarten, Grade 1 and Grade 2 are assigned a lunch with grade-like peers. They may pack a bag lunch or buy school lunch, milk or snack. Monthly menus can be seen on the school webpage.

Parent/Teacher Conferences

Parent conferences are scheduled in the fall and in the spring. You may call your child's teacher at any time throughout the school year to request a conference.

If you wish to schedule a conference with a member of the staff, please send a note to the teacher or call the office. To communicate concerns please see the Public Complaint/Public Concern Policy.

Parking

When visiting Chandler School for a short period of time, there are a limited number of parking spaces marked "Visitor". The driveway closest to the school is closed during arrival and departure of buses, **8:50- 9:10 a.m. and 3:05- 3:35 p.m.**

Additional unmarked parking spaces are located at the far end of the North Wing playground from the gate to the first light pole, in the front lot, and in the parking lot accessed from the Ray Coppens Field.

Enter the front parking lot according to the posted signs.

Professional Development Days

Professional Development Days for staff are scheduled throughout the school year. Please refer to the current school calendar for the respective Professional Development Days. These days provide an opportunity for staff to learn new techniques, strategies, and programs to support teaching and student learning.

Programs on Site

- Integrated Preschool for 3 and 4 year olds
- Breakfast and Junior Clubs

**PTA**

Chandler School has an active Parent Teacher Association (PTA) that is an important home/school link whose activities include fundraising events, sponsoring Creative Arts Programs for all grades, assisting in the coordination of Open House nights, and New Families receptions, as well as other events. The PTA is consulted on a variety of issues, and helps to recruit classroom volunteers. Information about the PTA is available on the PTA's webpage: <https://chandlerelempta.membershiptoolkit.com/> and in the PTA calendar that also contains valuable phone numbers. For membership information, please refer to the PTA packet you received with your child's placement letter. The PTA is an excellent way to become more involved with Chandler School and parents are encouraged to become involved in this organization.

Religious Holidays

We will not record the absence on the school record or report card if a student will be absent from school for the observance of an important religious holiday and the parent or guardian notifies the school in writing of this pending absence. For legal reasons the absence will be recorded on a separate school record that is designated for this purpose.

Whenever possible, we will not schedule field trips, special presentations, or speakers, tests, due dates for major assignments on holy days (Chapter 375 of Massachusetts General Laws). Students may make-up all missed work. Parents will notify the school Principal in advance if the student is to be absent from school for an important religious holiday.

Safety Plan Drills

Indoor Safety Plan Drills are scheduled periodically and are conducted under the supervision of Police Department officials.

School Cancellation/Snow Days

Please do not call the school, police, fire, or highway departments. If there is a school cancellation, announcements will be made on local television and radio channels. Families will also receive a telephone call for snow cancellations or emergency situations.

Bus drivers may deem it necessary at a given moment to reroute buses on very snowy days based on their judgment of the road conditions. Parents should talk with their bus driver ahead of time about where the rerouted stop would be in such a case.

School Events

No student below grade 7 should attend any school event unaccompanied by a parent or responsible adult and all such students should be with the parent or adult and directly



supervised at all times. Please assist us in teaching our students respectful and responsible behavior by modeling appropriate behavior as an audience such as not talking, booing, jeering, or roaming around.

School Pictures

Individual and class pictures are taken by professional photographers each year. Information regarding photographs will be sent home through the PTA.

Snacks

Children are encouraged to bring a healthy snack to be eaten in the classroom. Teachers will include snack in their daily routine when appropriate. We suggest that you pack snack and lunch in separate containers, as it is easier for children.

Staff

A complete list of staff members can be accessed via our webpage. www.duxbury.k12.ma.us

Tardiness

Students who arrive at Chandler School after 9:10 a.m. must first come to the Main Office for a late slip before proceeding to the classroom. It is important for all students to be in school at the start of the school day as late arrivals may miss valuable instructional time. A letter will be sent home to families of students who have accrued an excessive amount of tardy arrivals.

Telephone Use

During the day telephone calls by students and parents are permitted only with the permission of the teachers and the school office staff. Such calls should be for emergencies only.

Toys and Items from Home

Teachers may request students to bring items from home for particular activities.

No more than two (2) small toys should be brought in for use during recess or free time at the teacher's discretion.

The following items must be kept at home:

- Bats or hard balls. The physical education teacher has this equipment and will distribute and use under his/her supervision
- Electronics



- Cell phones, Smart Watches (Cell phones and smart watches are discouraged at this age level. If deemed necessary, they will be kept in the child's backpack throughout the day.)
- Jackknives or dangerous objects
- Toys that resemble weapons
- Any other objects that might be a safety concern in a large group situation
- Any items for sale or exchange
- Any items that are too large to fit in your child's backpack

Visitors (Please refer to School Committee policy KI)

Guests and visitors, including members of the media and repair persons, are required to enter through the main doors and sign in and out in the School's Main Offices and wear a badge at all times.

Volunteers (Please refer to School Committee policy IIOC)

Each school's PTA maintains active volunteer programs that are valuable to students. These include work in the library, classrooms, and computer lab. **All new volunteers are required to participate in a volunteer orientation and sign a confidentiality statement. Every subsequent year, volunteers are required to sign a confidentiality statement before volunteering in the school.** As of July 1, 1994, the Duxbury Public Schools will be conducting C.O.R.I. (Criminal Offender Record Information) checks on all new volunteers and every three years thereafter. For more information please contact the PTA Presidents. Volunteers are to provide their own transportation and are not to ride the school buses. Volunteers need to make child care arrangements for their other children while they are volunteering at Chandler.

INSTRUCTIONAL INFORMATION

Chandler School offers students an interdisciplinary and challenging program based on the Massachusetts Curriculum Frameworks. All students receive instruction in the following areas: Literacy (Reading, Writing, Speaking and Listening), Mathematics, Science, Social Studies and Health. The Library is open to all students for a weekly book loan and for special curriculum related projects. Students receive weekly instruction, with specialists, in Art, Music, Physical Education and Spanish. Devices are used in all classrooms to support instruction and integrate curriculum. Chandler School has a lab where students have opportunities to apply their skills. Please refer to the Empowered Use Policy accessible on the Chandler School's webpage.

Curriculum

Teachers follow the MA Curriculum Frameworks and the Duxbury Curriculum Maps for each subject area to ensure all students within the same grade level are exposed to the same curriculum content. The Building Administrative Team- Principal, Assistant Principal, and Curriculum Supervisor works with the teaching faculty to ensure the articulation of curriculum



from Preschool through grade 2 at Chandler School. A Curriculum Guide will be discussed at Open House in the fall. This document may also be viewed on the district's webpage.

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Duxbury Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin, or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Classroom Support Services

Duxbury also offers a variety of services to students who need additional time to address specific needs. Occupational Therapists, Physical Therapists, Reading Specialists, Math tutors, School Psychologists, School Adjustment Counselor, Speech/Language Therapists, and Special Education Teachers all work as a team with classroom teachers to provide a well-rounded curriculum. The Curriculum Supervisor is available to provide support and resources to classroom teachers to maximize learning opportunities for all children.

DCAP (Duxbury Curriculum Accommodation Plan)

A DCAP can be created for any student who benefits from particular strategies that extend beyond those used for all students of that age range, but who may not qualify for an IEP or 504 accommodation plan. A DCAP is created by the general education team and is shared with future teachers as the child continues to each new grade. The DCAP should outline student strengths and areas of need, based on formal and informal data collected from the classroom teacher. The DCAP then outlines a list of strategies determined to be most effective for the student. DCAPs are school-based documents but can be shared with parents upon request.

504 Plans

Section 504 of the Rehabilitation Acts of 1973 requires all school districts to implement reasonable accommodations for students with disabilities if the disability results in a substantial impairment to a major life function such as learning. Simply stated, if a student's disability has a substantial negative impact on learning, the student may qualify for a 504 Accommodation Plan. A 504 Plan includes accommodations within the regular education setting. 504 Plans do not include specialized instruction or specialized curriculum. For further information, please contact the Principal.

Creative Arts

For students in Preschool- grade 2, programs are sponsored by the PTA to provide school-wide enrichment programs to enhance the curriculum. Past programs have covered topics in science, music, and social studies.

**Grouping and Classroom Placement (Please refer to the School Committee Policy IIA-R)**

All classes at Chandler School are heterogeneously grouped. Students are assigned by their teachers to work in learning groups in the various subject areas regularly through the school day/week/year. The groups within each class are flexible to meet the needs and learning styles of all students.

In order to build heterogeneous classes, several factors are considered by the school-based team. Some of these factors are the current teacher's input, academic progress information, social and emotional needs of a student, special education requirements, gender, and parent input.

A parent may provide input in writing to the Principal regarding his/her child's placement, and should specify special characteristics of the student. Requests for specific teachers or placement with specific peers cannot be honored. Requests not to have a specific teacher can only be honored when one child in the family has been primarily taught by that teacher and the family would like a different experience for another child. All information must be submitted by the communicated deadline to be considered. The decision of the Principal is final.

Homework (Please refer to the School Committee policy IKB-R)

Homework may be used to enhance daily school work. It is intended to be a valuable method of reinforcing concepts previously taught in the classroom. Parents are encouraged to communicate with their child's teacher about the ease or difficulty their child experiences with the topics covered in the homework as well as the amount of time needed to complete the assignment.

Inclusion

Chandler is a school where all children are included. Inclusive education uses a cooperative teaching model in which a team approach helps children learn. Every classroom has a model of inclusion. The specialists (Reading, Math, and Special Education staff) work in the classrooms with the regular education teachers to provide an optimal learning environment for all students. Specialists have role flexibility when providing instruction.

Report Cards

Electronic report cards are issued two times during the year and are accessed via the parent portal. Parent/Teacher conferences are scheduled in the fall and in the spring to review the student's academic progress and social/emotional development.

Assessment



Massachusetts State Curriculum Frameworks are state guidelines for what topics should be addressed in a public school curriculum and are available online through the Department of Education webpage. While the Frameworks are not mandated, the MCAS exams are based on the Frameworks and are mandatory. Four curriculum areas are tested: Math, Science and Technology, English/Language Arts, and History/Social Studies. The Massachusetts Comprehensive Assessment System, or MCAS, is administered every spring to students in grades 3-8 and grade 10. Individual student results are sent to families.

Additional assessments are administered by teachers. The assessments give teachers a more complete understanding of student progress and allow teachers to better meet the needs of all students. These include:

- Standardized Early Literacy and Reading Assessments
- Standardized Reading Comprehension Assessment
- Standardized Math Skills Assessment
- Teacher created assessments/informal observations

Science Fair (K-5)

The Spring Science Fair is sponsored by the PTA and the Duxbury Public Schools. This is an optional program, completed at home, and students may submit a project in any of three areas: experimental, illustrative or technology/engineering.

STUDENT SUPPORT SERVICES

The Duxbury Public Schools offer a wide array of special services for children with medical or learning difficulties. As a result of screening programs, examinations of standardized test results, and parent input, special services are provided to children as part of the regular school services or as part of an educational program written from a Team Evaluation. The Administrator of Special Education has system-wide responsibility for special education services. Chandler School administration and special education staff are responsible for diagnosis, prescription, and direct support services for students.

Children with Special Education Needs

The Massachusetts State Laws and Federal Public Law IDEA 2004 require local school systems to:

1. Find and evaluate children with special education needs.
2. Develop individual programs for children with special needs.
3. Provide the required services within the school system in the least restrictive environment.



A child with special needs is defined as anyone who is between the ages of 3 and 22, does not have a high school diploma and has a temporary or permanent intellectual, emotional, sensory, physical, or other specific learning impairment.

Evaluations

If a child at Chandler School is suspected of being in need of special education services, an evaluation may be requested. The evaluation is begun with a screening evaluation to ensure that all regular educational resources have been exhausted as specified in the special education regulations. If it is determined that there is a need for a TEAM evaluation, a liaison from the special education staff will be assigned to begin the process. Many areas are examined, including but not limited to; family background, medical history, past educational experiences and a variety of test results to determine the need for an educational plan for the student. Parents are notified in accordance with regulations.

Home Tutoring

If a child is ill for an extended period of time and a physician's verification is provided, home tutoring can be arranged through the school nurse or school Principal.

Restraint Procedures

Restraint is not a form of treatment or punishment and will only be used as an emergency procedure. Preventative techniques will typically be utilized to avoid the need for restraint. De-escalation techniques including redirection, removal from the situation or offering emotional support from an appropriate adult should be attempted prior to physical contact. Restraint is to be used only as a last resort when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others.

All staff receive an annual review of the school's restraint policy and procedures. Training will include a focus on prevention and behavior support as well as individual crisis planning. A number of staff will receive extended training providing them credentials in both avoiding restraint and its proper implementation should it be unavoidable.

The district complies with all state required reporting. Any restraints lasting longer than 20 minutes will receive approval by the building principal before continuing. Through the principal or designee, reasonable efforts will be made to orally notify a parent within 24 hours of the use of restraint.

Complaints will be received and investigated by the building principal or designee. Parents will be engaged in prevention of restraint through ongoing intervention plans created for individual students that only include restraint in emergency situations.



The following restraints are prohibited: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03 (1)(b), seclusion and the use of physical restraint in a manner inconsistent with 603 CMR 46.00.

These procedures comply with Duxbury School Committee Policy JKAA and M.G.L. 603 CMR 46.00.

School Psychologist/School Adjustment Counselor

The school counseling staff provide therapeutic intervention by coordinating school, family, and community resources for students. Interventions may include individual, group, or family support services for students and/or families. Generally, services are short term in nature and all cases are terminated at the end of the school year. Services may be accessed through parent, teacher, or administrative referrals. Diagnostic testing and evaluations are available if indicated by student learning challenges at the recommendation of the Student Support Team.

Student Support Team

The Student Support Team, composed of administrator(s), classroom teacher(s), and special area staff, meets weekly or on an as needed basis to provide support and ideas to colleagues who have questions or concerns regarding a particular child. The Student Support Team may recommend classroom modifications, consideration for support services, screenings or more formal assessments. Parents are notified as appropriate.

Preschool Screening

Annual Preschool (3 and 4 year olds) Screening to identify students with possible special needs is provided by the Duxbury Public Schools. The children are screened in the areas of vision/hearing, fine motor/gross motor, speech and language, cognition, and visual motor. Parents will receive written screening results. Some children are referred, with parental permission, for further testing and possible specialized intervention. For information, call the Early Childhood Coordinator at 781-934-7680.

Special Education Parent Advisory Council (SEPAC)

A Parent Advisory Council meets throughout the year with the Administrator of Special Education. Members provide guidance and assistance to families, staff, community, and students with special needs.

Speech and Language Therapy



The Speech and Language Therapy Program provides support to children in four major areas: articulation, language, rhythm, and voice. After diagnosis and criteria are met, therapy may be scheduled in an individual, small group setting, or in the regular education classroom.

Special Education Teachers

Direct service is provided individually and/or in small groups and/or within the regular education classroom to children with academic and learning difficulties by: (1) tutoring in a particular academic skill; e.g., reading, language arts, mathematics, perceptual skill; (2) helping him or her develop self-management skills; (3) helping to develop social skills; (4) providing a release through the expressive use of language arts, music, art, and play; (5) providing intensive support and encouragement. The teacher of children with special needs also consults with, supplements, and supports the work of the classroom teacher.

KINDERGARTEN

Entrance Age

Children residing in the Town of Duxbury and enrolling in kindergarten must be five (5) years old on or before September first (1st) of that year.

The Principal will be responsible for reviewing the circumstances and, if warranted, granting accommodations, including delayed entry. The Principal's decision is final. (See School Committee Policy JEB)

Orientation

An orientation for parents is held in the spring to provide information about the kindergarten curriculum.

Registration/Screening

Kindergarten registration and screening are held in the spring for incoming kindergarten children. Please check the Chandler School webpage for information and details.

Annual screening for kindergarten children is provided by the Duxbury Public Schools in the spring. The screening is to identify a child who may have special needs; it is not a readiness screening.

At the time of registration and screening, the children will be screened in the area of vision, fine and gross motor, speech and language, cognition, visual motor and visual memory. Parents receive written notice when the process is completed. Children with problematic development



would be referred, with parental permission, for further testing and possible specialized intervention. For information, call Chandler School's Main Office: 781-934-7680.

Kindergarten Welcome Day

Transition activities for incoming kindergarten students will be planned and communicated in the spring before the school year begins. These activities will be communicated with families through the Chandler School website and email.

HEALTH SERVICES

Health Issues

At the beginning of each school year, or as necessary, it is the parent's responsibility to make the nurse aware of any health problems (chronic or temporary) which may interfere with the child's performance in school. The school nurse is available to help in any way possible and parents should feel free to consult her at any time during the school day.

Health Records

Health records and emergency information are kept electronically by the school nurse for all students. Emergency information is extremely important in the event of illness or accident in school. Parents should be sure that information is current: telephone numbers of parents/guardians (home/work), the number of a nearby relative or friend who would be available if the parent is not and the name and number of the child's physician.

Illnesses

In any absence due to illness/injury for more than two days, the school nurse should be contacted and a doctor's note should be provided. In any absence, even for one day, please fill out the electronic absence form. A child must be free of a fever and vomiting without medication for twenty four hours, before returning to school.

A child may be excused from Physical Education by the School Nurse or their physician. If a child's physician excuses them from Physical Education, a letter stating activity restrictions should be provided.

Immunizations

Massachusetts General Laws Chapter 76, Section 15, requires certification that all children attending school must be fully immunized unless exempt for medical or religious reasons. Immunizations include Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and Hepatitis B. Chicken Pox vaccine is also required unless proof of the disease can be provided by



your child's doctor. A booster MMR (Measles, Mumps, and Rubella) is required in kindergarten and sixth grade.

Insurance/Accident

Under the auspices of the School Department, an accident insurance plan is available to all pupils at a premium set each year. This amount is payable each September when enrollment material is given to each student. Later enrollment is not possible.

Briefly, this insurance covers accidents or injuries traveling directly to or from school for regular school sessions; attending school; and participating in school-sponsored and supervised activities or while attending such activities as a spectator. Information is available from the School Secretary or the School Business Office at 781-934-7600.

Medication

All medications should ideally be given at home. If it is necessary for medications to be given during the school day, the following guidelines must be followed:

- Proper diagnosis for medication.
- Written orders on the prescription bottle from the physician should name the drug, dose, and time of administration.
- Parents must sign a consent form.
- Orders and the medications should be delivered to the health office by the parent. Medications should never be sent with a student on the bus.

Physical Examination

Physical examinations are required for:

1. All kindergarten students.
2. All new students if no physical examination is recorded within a year of entry.
3. Sixth grade students.
4. Any child who has had frequent unexplained illnesses/absences.

School-Nurse

A full-time registered nurse is available for health counseling and emergency health services when a student becomes ill or is injured and for intervention regarding any student's health concerns.

Screenings

1. Vision and hearing screening is done each year for all grade levels. Parents are notified if testing results indicate that physician referrals are needed. The tests used are generally accurate in identifying children who may need further testing by a physician.



2. First grade students will be weighed and measured annually. Parents are notified if the Body Mass Index (BMI) is greater than 85% or equal to or less than 5%.
3. Lead testing is required by the state of Massachusetts for all students entering kindergarten.

Parents may elect not to have their child participate in these screenings by notifying the school nurse in writing and providing the data by the child's health care provider.

STUDENT RECORDS

The vast majority of the materials found in office student folders are duplicate copies of materials given to the child and his/her parents or guardians: report cards, progress reports, conference forms, standardized test information, etc. Parents of Duxbury students and the students themselves when they reach ninth grade or fourteen years of age are welcome to review their records as maintained by our schools.

Amendment of Record

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the School Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Confidentiality of Record

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student. If the parents are separated or divorced, court documents are necessary to determine access.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed in a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Release of Information About Students



Regulations pertaining to release of information about students shall be in conformity with Sections 34A, 34B, and 34E of Chapter 71 of the General Laws, Chapter 71B of the General Laws and Section 13 and Chapter 76 of the students' rights of confidentiality, inspection, amendment and destruction of students' records. A parent or student, who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two school days after the request. The record must be made available to the parent or student no later than two school days after the request, unless the parent or student consents to a delay. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials. Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

APPENDIX A: DUXBURY PUBLIC SCHOOLS CODE OF CONDUCT

CODE OF CONDUCT

Revised June 2023

Introduction

The Duxbury Public Schools community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential to maintaining an environment that encourages learning and promotes a safe and positive climate. The school community includes students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent/guardian volunteers, and school visitors. Each person in the school must have the opportunity to grow personally, socially, and intellectually; as well as the opportunity to exercise their rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property. This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off campus. A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement.

Student co-curricular participants and athletes are also subject to the respective Code of Conduct for Athletes and Co-Curricular students.

Disciplinary Procedures

The Code of Conduct of the Duxbury Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.



The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize their discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change their inappropriate behavior, and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

In an effort to maintain the quality and integrity of programs throughout the school year, infractions of school rules which occur after May 1st of any school year may be subject to further consequences in addition to those listed below, which include but are not limited to, removal from school activities, senior/promotion class activities and/or participation in graduation/promotion activities or ceremonies.

All rules and regulations are subject to review through the Handbook Committee and School Council. Students and teachers are encouraged to discuss the rationale and enforcement of our rules that are intended to make the school a humane and rational institution.

The types of behavior that will not be tolerated have been categorized into four groups (A through D), based on the seriousness of the consequences.

Types of Behavior

GROUP A – Excluding Drugs and Alcohol

1. Assault and/or battery of any member of the school community.
2. Threat of violence directed toward any member of the school community.
3. Possessing, selling, giving or distributing weapons, fireworks or any other contraband.
4. Obtaining money, material goods, or favors by threat of physical harm.
5. Willful destruction of, or damage to, school or personal property.
6. Act of arson (i.e. setting something on fire), use or possession of a weapon (including knife, club, slingshot, or other article that can be deemed dangerous), use of explosives (including fireworks).
7. Bomb threat or fire alarm (false included).
8. Participation in the act of hazing, harassment, and/or bullying.

Consequence:

Minimum - five (5) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.)



Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:

Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on "Suspension," "Expulsion," and "Felony Complaint/Conviction" as well as the School Committee Policy J for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

GROUP A – Drugs and Alcohol

1. Use or being under the effect following use of an alcoholic beverage.
2. Possessing, or conspiring to obtain, an alcoholic beverage. The operator of the car is considered to be in possession if alcohol is found in the vehicle whether or not the driver is in the vehicle. Passengers are considered to be in possession if alcohol is found in the passenger area of the vehicle or if it is established that the passenger knew that alcohol was being transported in any area of the vehicle other than the passenger area. This applies to any vehicle on school grounds or at a school-sponsored activity.
3. Use or being under the effect following use of a controlled substance.
4. Possessing or conspiring to obtain a controlled substance.

Consequence:

Five (5) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of nine (9) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) In most cases, a first time offense will result in a five (5) day suspension with social probation for nine (9) weeks.

Counseling will be strongly recommended. (As with all medical treatment, the school is not responsible for the costs associated with these treatments.) Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. A second offense will result in a minimum 10 day suspension with social probation for twelve (12) weeks. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:

Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on "Suspension," "Expulsion," and "Felony Complaint/Conviction," as well as the School Committee Policy J for rules pertaining to long term suspension/expulsion by the principal for possession of



a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

5. Selling, conspiring to sell, giving or distributing an alcoholic beverage.

Consequence:

Ten (10) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of twelve (12) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) During the 10-day suspension, a hearing will be held with the Principal to determine further action.

Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:

Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on "Suspension," "Expulsion," and "Felony Complaint/Conviction" as well as the School Committee Policy J for rules pertaining to long term suspension/expulsion by the principal for possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

6. Selling, conspiring to sell, giving or distributing a controlled substance.

Consequence:

Ten (10) day suspension from all classes and school activities, restitution for any damage, involvement of the police and/or fire department as appropriate, social probation for the equivalent of twelve (12) weeks. (Social probation means that a student may not attend or participate in any voluntary school-sponsored function or activity.) During the 10-day suspension, a hearing will be held with the principal to determine further action.

Leadership roles in athletics, co-curricular and school offices will be terminated. Parking decals may be forfeited for the remainder of the school year. Seniors are reminded that social probation includes Senior Night Out and the Junior Prom. The principal has sole discretion in regard to attendance at Senior Awards and Graduation due to the academic nature of these events.

Additional Action:

Referral to principal for suspension beyond ten (10) days, or expulsion. See Sections on "Suspension," "Expulsion," and "Felony Complaint/Conviction," as well as the School Committee policy J for rules pertaining to long term suspension/expulsion by the principal for



possession of a weapon, controlled substance or assault of educational personnel on school property or at school-related events or when a student is charged with/convicted of a felony.

If a student is suspected of violating a Code A offense, the most serious and potentially dangerous of offenses, immediate action is taken by the school administration to ensure the safety of all students and staff at Duxbury Public Schools.

GROUP B

1. Fighting: "Self-defense" may be used as a defense in a hearing procedure. However, it is the responsibility of the person claiming self-defense to prove that they had no route of escape.
2. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property.
3. Leaving school without permission: Once students are present in school or on school grounds, they may not leave without permission. This issue presents a serious safety issue to the school. If students need to leave school for any length of time due to an emergency, they must first ask the permission of an administrator. A student leaving school in a car may lose their driving/parking privileges for twenty school days. A second violation may result in losing driving/parking privileges for the remainder of the school year.
4. Theft of school or personal property or receiving such stolen items (including possession of answer key, teacher manual, test not yet taken, etc.).

Consequence:

Minimum – three (3) days of suspension from all classes and school activities. In-school suspension or work details may be substituted for suspension and/or assigned in conjunction with the suspension days, restitution for any damage, reporting to the police and/or fire departments as appropriate.

Additional Action:

Consequences noted under Group A above.

GROUP C

1. Behavior that disrupts the educational process (e.g., inappropriate classroom behavior, inappropriate physical contact, making excessive noise and misuse of school equipment, cell phone use, etc.).
2. Non-compliance with any reasonable request from any member of the school staff and/or deliberately giving false or misleading information. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a department head or school administrator after compliance with the request.
3. Knowingly forging or willfully using a school-related forged document, tampering with a school record or misrepresentation of parent/guardian communication.
4. Use of profane or obscene language or gestures, which substantially disrupts the good order of the school or offends those to whom such offenses are directed, will not be



tolerated. Likewise, use of slurs based upon religious, ethnic, racial, gender or sexual orientation will not be tolerated.

5. Failure to attend an assigned class will also receive a zero for class work due to cutting a class.
6. Embarrassment or harassment of any student, staff member or other member of the school community.
7. Truancy.
8. Being in an unauthorized area (e.g., any area in the school which is unsupervised or in which the student does not have permission from a staff member to be at that time).
9. Smoking on school buses, school property before or after school, anytime during the school day, or at co-curricular or athletic activities. Smoking includes the use of tobacco or herbal products in any form (e.g. smokeless tobacco). Tobacco and nicotine products and smoking paraphernalia are not allowed on school grounds and will be confiscated.
10. Possession of drug paraphernalia (e.g. pipes, rolling papers, grinders, vaporizers, etc.).
11. Violation of the Empowered User Policy and/or Student Parent Laptop Agreement.

Consequence:

Minimum – suspension from all classes and school activities not to exceed three (3) days and/or work detail (work details and/or in-school suspension may be substituted for suspensions and/or given in conjunction with suspensions).

Additional Action:

Consequences noted under Group B above.

GROUP D

1. Excessive Tardiness: More than five (5) tardies per semester.
Students who arrive before 8:30am will report directly to class. Students who are tardy after 8:30am will report to the main office to sign in and receive a pass to class (DMS and DHS).
2. Failure to sign into school after 8:30am (DMS and DHS).
3. Failure to attend teacher detention or general detention.
4. Students who drive to school will lose their driving/parking privilege for twenty (20) school days upon the accumulation of 10 tardies. Students who are tardy ten (10) times prior to being issued a decal will not be able to receive a parking decal within the given year.
5. Failure to operate a motorized vehicle in a safe manner on school property.
6. Failure to follow the student driving/parking regulations.
7. Being in, on, or around an automobile during school hours without an authorization from the principal or assistant principal.

Consequence:

Tardiness (DHS ONLY): all students who exceed 5 unexcused tardies in a semester will be subject to progressive discipline for each successive tardy.

- On the sixth (6th) tardy students will be assigned a General Detention (2:50pm-3:40pm).



- On the seventh, eighth, and ninth (7th, 8th, & 9th) tardy, students will be assigned two General Detentions each.
- On the tenth (10th) tardy, students will be assigned a Work Detail. Parking privileges will also be revoked where applicable after the tenth (10th) tardy (see parking privileges procedure).
- Subsequent tardies will result in more severe consequences and administrative review.
- One or more of the following: conference with an administrator, detention, work detail and/or suspension at the discretion of the administrator; revocation of driving privileges.

Additional Action:

Revocation of driving privilege for a longer period of time (up to remainder of year), action noted under Group C above.

Suspensions

The Duxbury Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H ¾ and 603 CMR 53.00 et seq. For students not charged with a violation of Section 37H or with a felony under section 37H ½, the administrator shall consider alternatives to suspension and support disciplinary decisions with written documentation before suspension. The administrator will consider ways to re-engage the student in the learning process, and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented.

In-School Suspension Procedures

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or their designee.

The principal or designee shall notify the superintendent of an exclusion imposed on a student enrolled in kindergarten through grade 3 prior to such exclusion taking effect, describing the alleged misconduct and reason for exclusion.

Notice of In-School Suspension

The principal or their designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or their designee determines that the student committed the disciplinary offense, the principal or their



designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or their designee shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or their designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent/guardian including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent/Guardian Meeting

The principal or their designee shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or their designee is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

No Right to Appeal

The decision of the Principal or their designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

Out-of-School Suspension Procedures

Due Process Procedures for Out-of-School Suspensions

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or their designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or their designee shall afford the student additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension

Prior to suspending a student, the Principal or their designee will provide the student and the parent/guardian oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the parent(s)/guardian(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than



English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- A. the disciplinary offense
- B. the basis for the charge
- C. the potential consequences, including the potential length of the student's suspension
- D. the opportunity for the student to have a hearing with the principal or their designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing
- E. the date, time, and location of the hearing
- F. the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate
- G. if the student may be placed on long-term suspension following the hearing with the principal:
 - 1. the rights set forth in 603 CMR 53.08(3)(b), and
 - 2. the right to appeal the principal's decision to the superintendent

The principal or their designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent/guardian present, the principal or their designee will document reasonable efforts to include the parent/guardian. The principal or their designee is presumed to have made reasonable efforts if the principal or their designee has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and parent/guardian.

Emergency Removal of Student

Under certain emergency circumstances, it may not be practical for the principal or their designee to provide prior oral and written notice before removing a student from school. The principal or their designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or their designees') judgment, there is no alternative available to alleviate the danger or disruption. The principal or their designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- A. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the



date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b)

- B. Provide written notice to the student and parent/guardian, including the information described in 603 CMR 53.06(2)
- C. Provide the student an opportunity for a hearing with the principal or their designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent/guardian.
- D. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Short-Term Suspension Procedures

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal or their designee may, in their discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the principal or their designee with the following process:

Principal Hearing: Short-Term Suspension

- A. The purpose of the hearing with the principal or their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and, if so, the consequences for the infraction. At a minimum, the principal or their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or their designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or their designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- B. Based on the available information, including mitigating circumstances, the principal or their designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- C. The principal or their designee shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as



provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

- D. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the short-term suspension takes effect.

No Right to Appeal

The decision of the Principal or their designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively, during a school year.

Long-Term Suspension Procedures

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or their designee may, in their discretion, allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or their designee with the following process:

Principal Hearing: Long-Term Suspension

- A. The purpose of the hearing with the principal or their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and, if so, the consequences for the infraction. At a minimum, the principal or their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or their designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- B. In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:
 - 1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not



2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense
 3. the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so
 4. the right to cross-examine witnesses presented by the school district
 5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.
- C. Based on the evidence, the principal or their designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or their designee shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian. If the principal or their designee decides to suspend the student, the written determination shall:
1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing
 2. Set out the key facts and conclusions reached by the principal
 3. Identify the length and effective date of the suspension, as well as a date of return to school
 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (see School-Wide Educational Services Plan, p. 68)
 5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - i. the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.



- D. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Appeal Hearing

- A. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
- B. The student or parent/guardian shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.
- C. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
- D. The superintendent shall make a good faith effort to include the parent/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.
- E. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and, if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- F. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.
- G. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
- H. The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent/guardian conference (re-entry meeting) with the principal or their designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

Exclusion/Expulsion



The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; 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.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph (A) or (B) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (A) or (B).
- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- E. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- F. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal.
- G. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Additional Procedural Protections for Special Education/Section 504 Accommodation Plan Students

Generally, special education students may be excluded from their programs for up to ten school days per school year just as any other student. The Principal will inform the Director of Special



Education/Guidance Director of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

However, when the district seeks to exclude a special education student from their program for more than ten school days in the school year, the student's special education Team must first determine whether the student's behavior was caused by, or was directly and substantially related to their disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the Team determines that the behavior was a manifestation of their disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/ her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Felony Complaint or Conviction

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

- A. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- B. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of their request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or



guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

- C. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- D. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of their request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.
- E. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal.
- F. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Education Services and Academic Progress under Sections 37H, 37H1/2 AND 37H3/4

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make-up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The principal shall inform the student



and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

School-Wide Educational Services Plan

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Duxbury High School and Middle School's school-wide education service plan is outlined below:

Services available to students serving a long-term suspension:

- Coordination of workflow between student and teacher
- Access to online coursework aligned with current course enrollment
- Tutoring

Services available to students serving an expulsion:

- Tutoring
- Access to online coursework
- Additional services may be available on an individual basis

Alden Elementary and Chandler Elementary School's school-wide education service plan is outlined below:

Services available to students serving a long-term suspension:

- Coordination of workflow between student and teacher
- Tutoring

Services available to students serving an expulsion:

- Tutoring
- Additional services may be available on an individual basis



Eligibility to Participate in School Activities and Events

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Duxbury Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Duxbury Public Schools is limited to students who are currently enrolled in and attending Duxbury Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or their designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents/guardians will be notified when a student is removed or excluded from extracurricular activities.

APPENDIX B: DUXBURY'S COMPREHENSIVE DIGITAL USE AGREEMENT

PURPOSE AND OVERVIEW

The Duxbury Public Schools (DPS) recognizes the need for students to contribute to and excel in a connected, global community. This Comprehensive Digital Use Agreement provides access to electronic resources that promote educational excellence, the sharing of information, innovative instruction, and online communication, enhancing students' ability to live and work in the 21st century.

These guidelines are designed to meet the requirements of the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) regarding protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors, as well as the monitoring of online activities of minors. They are also intended to provide users with education on appropriate online behavior, including interacting with others on social networking websites and in chat rooms, as well as awareness and response to cyberbullying.

This agreement is based on CIPA's four guiding principles of **respect, privacy, sharing, and safety**. These guidelines apply to all technology users, and we encourage parents to follow them in their own homes.

Parental Consent for Google and Third-Party Apps

Duxbury Public Schools utilizes Google Apps for Education and other Google extensions, allowing staff and students to collaborate virtually on documents, presentations, and projects via the web. These tools



enable direct access to instructional content, assignment and event calendars, and the ability to submit work electronically. Email accounts allow students and teachers to communicate and collaborate in a safe and structured manner while providing access to many web-based educational tools to create stories, concept maps, edit videos, and develop visual presentations.

In March 2025, Google reorganized its educational platform into a Google Workspace that includes a core list of apps approved for students' use. Each school determines which apps are appropriate for the instructional levels of the students in its building. Below is a link to learn more about Google's privacy and security information for families.

https://edu.google.com/intl/ALL_us/our-values/privacy-security/

Other frequently used third-party apps not in the Google Workspace provide value to education in the classroom. Examples may include, but are not limited to, Canva, Adobe Express, and others.

If you would like more information about Google Workspace or to opt your student out of any digital tools, please contact StudentTechAccess@duxbury.k12.ma.us to make a request, and a representative from the school department will contact you.

SCOPE AND APPLICABILITY

This Agreement applies to all users of the Duxbury Public Schools network, including staff, students, and guest network users. DPS electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Access to technology is a privilege, not a right. All users must acknowledge that they understand that using digital devices, whether personal or school-owned, and the District network is a privilege that must be maintained through responsible use in accordance with these guidelines.

NETWORK MONITORING AND PRIVACY

DPS utilizes dynamic content filtering technology, in compliance with CIPA, on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

Duxbury Public Schools utilizes multi-factor authentication (MFA) and any other authentication methods or security measures deemed standard by the District for accessing District systems, accounts, and data. Failure to enroll in and use these measures may result in loss of access to District resources until compliance is achieved.

Important Privacy Notice:

- The District's system network, computers, technology devices, user accounts, and information technology are the property of the District and are subject to monitoring and inspection at any time and without prior notice
- Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.



- All files, including emails, texts, photos, and videos, stored on school computers and on cloud-based accounts, such as Google Drive, are not private
- The District has the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access, including transmitted and received information.
- Federal law requires that all email sent and received be stored for a period of seven years.

USER RESPONSIBILITIES

All users must adhere to the following responsibilities when using District technology:

Practice Positive Digital Citizenship

- Ensure that contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications are designed to maintain a productive and appropriate educational environment.
- Understand that online actions and posts must be consistent with maintaining a safe and secure school environment for all students and staff.
- Use school-appropriate language in all electronic communications, including email, chat, social media, audio recordings, video conferencing, and artistic works.

Treat Others with Respect and Dignity

- Do not send and/or distribute threatening, hateful, discriminatory, or harassing digital communication, or engage in inappropriate sharing of images, videos, or other digital material.
- Understand that bullying and harassment in any form, including cyberbullying, is unacceptable.
- Follow the guidelines for acceptable behavior found within the school handbook.
- Use appropriate language and graphics at all times

Access Only Educational Content

- Understand that District Technology is provided only for the purpose of participation in educational programs.
- Do not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- Understand that the use of the District network and equipment for illegal or commercial purposes is strictly forbidden.
- Use the computer network only for schoolwork; chat rooms and games may only be used for educationally appropriate schoolwork as directed by teachers.
- Immediately notify District personnel if inappropriate or questionable content is accessed.

Take Reasonable Care of District Equipment

- Understand that vandalism in any form is prohibited and report any known or suspected acts of vandalism to the appropriate authority.
- Report any misuse of the District's Network or technology.
- Maintain the physical condition of District equipment.



- Be responsible for maintaining a computer that is 100% functional with only the applications installed by the District.

SPECIFIC USAGE GUIDELINES

Student Safety and Personal Information

- Do not send any message that includes personal or identifying information such as: home address, personal phone numbers, and/or last name for yourself or any other person.
- Staff are not permitted to post personal information to public domains (i.e., class web page or the Internet)
- Student pictures and/or work may be included on district, school, or classroom websites without identifying captions, unless the site is password-protected.

Extended Safety for Elementary Students (K-5)

- Teachers of students in grades K-5 will provide access to Internet resources as appropriate for the child's age.
- Students in grades 3-5 are not permitted to access any Internet resource without the prior consent of their teacher.

Password Protection

- Internet passwords are provided for each user's personal use only and are confidential.
- Never share your password, steal another person's password, or use another person's password.
- If you suspect that someone has discovered your password, change it immediately and notify your teacher or administrator.
- Create strong passwords that combine upper and lowercase letters, numbers, and symbols.

Online Communication and Collaboration

- Teachers may incorporate various forms of online collaboration for educational purposes, including email, blogs, podcasts, video conferencing, online collaborations, and other Web applications
- Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this agreement.
- Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in online applications.
- Students are expected to act safely by keeping ALL personal information out of their posts.
- Comments made on school-related applications should follow the rules of online etiquette and will be monitored by school personnel.
- Never link to websites without reading the entire content to ensure it is appropriate for a school setting.

Plagiarism, Copyright, and Licensing



- Plagiarism is the act of using someone else's words or ideas as your own, including AI generated content of any kind.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized.
- This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- All users must adhere to the copyright laws of the United States and Congressional Guidelines regarding software, authorship, and copying information.
- Users should adhere to Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

PROHIBITED ACTIVITIES

Inappropriate or Illegal Use of Technology

Users must refrain from any use that is illegal or inappropriate, including but not limited to:

Network and System Violations:

- Interfering with another user's access, privacy, or privileges.
- Using passwords without permission or seeking to obtain passwords with malicious intent.
- Altering another user's account without permission.
- Interfering with or disrupting network users, services, or equipment.
- Intentionally wasting limited resources or downloading/installing software without approval.
- Using anonymous proxies to get around content filtering.
- Tampering with computer hardware, software, and/or the network system.

Content and Communication Violations:

- Violating copyright laws, including software piracy or unauthorized copying of content
- Distribution or display of obscene or pornographic materials.
- Making, distributing, or redistributing jokes, stories, cyberbullying, obscene material or material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Harassing, insulting, or attacking others (including all acts of cyberbullying).
- Using inappropriate language, including swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, or abusive language.

Illegal Activities:

- Unauthorized entry into computers, networks, and files (hacking).
- Knowledgeable vandalism or destruction of equipment and/or network.
- Deletion of computer files belonging to someone other than oneself.
- Uploading or creating computer viruses.
- Sexting (sending sexual text messages, nude, or semi-nude photos, explicit videos, etc.)
- Employing the network for commercial purposes, financial gain, or fraud.
- Recording others without their consent.



DISTRICT RESPONSIBILITIES AND LIMITATIONS

DPS assumes no responsibility for:

- Financial obligations arising out of unauthorized use of the system.
- Users' inappropriate use of electronic resources or violations of copyright restrictions.
- Cost, liability, or damages caused by a user's violation of these guidelines.
- Any loss or corruption of data resulting from using the network.
- Illegal distribution (pirating) of software.

District Rights:

- The District reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action.
- The District will advise appropriate law enforcement agencies of illegal activities conducted through the network.
- The District will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities.

CONSEQUENCES AND DISCIPLINARY ACTION

Violation of these guidelines or other applicable District rules or policies may result in:

- Suspension or revocation of technology accounts.
- Loss of device use privileges.
- Loss of access to the system network or the internet.
- Other disciplinary action in accordance with applicable disciplinary procedures.
- Referral to law enforcement authorities, as appropriate.
- Financial responsibility for the repair or replacement of damaged District property.

Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution and investigation. Breaking into or disrupting network security systems is a federal offense (felony). Financial and legal consequences of such actions are the responsibility of the user and, for minors, the user's parent or guardian.

TERMS OF AGREEMENT

For Students and Parents/Guardians: Users will agree to this Digital Use Agreement via the District's Student Information System during initial Student Registration or annually during the Back-to-School update. By electronically signing the Agreement online, students and their parents or guardians acknowledge their understanding and agree to the responsibilities outlined above.

For Staff: Staff will agree to this agreement via the District's annual online Mandatory Training platform, acknowledging their understanding and agreement to these responsibilities.

The District reserves the right to refuse access to any user who fails to sign this agreement.



This agreement shall be reviewed annually by District administration together with students and staff, and shall provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, and ethical use of technology.

THE DUXBURY PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF
RACE, RELIGION, COLOR, NATIONAL BASIS, SEX, SEXUAL ORIENTATION,
GENDER IDENTITY, DISABILITY, OR AGE IN ITS EMPLOYMENT, PROGRAMS, AND
ACTIVITIES