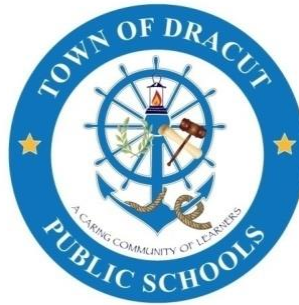


# Elementary

## Student/Parent Handbook

### 2023-2024



Brookside Elementary  
George H. Englesby Elementary  
Greenmont Avenue  
Joseph A. Campbell Elementary



*The Dracut Public Schools is a Community of Caring and a member of the  
RULER social and emotional learning community.*



## INTRODUCTION

Welcome to the Dracut Public Schools! This is your Student Handbook. It is important that you and your parents/guardians take the time to read and familiarize yourself with all the essential information contained in this handbook to ensure your success. If you have any questions regarding any of the policies or expectations, please do not hesitate to call your school Principal. Good luck!

We strongly encourage you to view the online website of your school. It contains a lot of other essential information about your school including grade level curriculum, important dates and events and upcoming news.



 **Brookside  
Elementary School**



 **George H. Englesby  
Elementary School**



 **Greenmont Avenue  
Elementary School**



 **Joseph A. Campbell  
Elementary School**

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## **Dracut Public Schools Mission Statement**

The Dracut School Community is committed ...

- TO FOSTERING*** a safe and caring learning environment where autonomy, collaboration, and mutual respect are valued.
- TO PROVIDING*** our students with the knowledge and skills necessary for reaching their individual potential.
- TO INSPIRING*** all students to persevere, to become critical thinkers, to become good community members, and to become lifelong learners.

## **Dracut Public Schools Vision Statement**

The Dracut Public Schools aspires to be a world-class school system that develops the heads, hearts, and hands of its students and inspires them to be the critical thinkers, problem-solvers, and innovators who make contributions to their communities, our nation, and the world.

We believe and value:

1. The individuality and uniqueness of each child.
2. The special talents and abilities of each child.
3. The truth that all children can learn.
4. The respect for personal and cultural diversity.
5. The respect and dignity of each member of the school community.
6. The student's right to equal access to educational opportunity.
7. The necessity of strong community partnerships.
8. The dedication and passion of our employees.

# **ELEMENTARY SCHOOL PRINCIPALS**

## **BROOKSIDE ELEMENTARY SCHOOL**

1560 Lakeview Avenue  
Phone: (978) 957-0716  
Monica Poitras, Principal  
Annette Romano, Vice Principal

## **GEORGE H. ENGLSBY ELEMENTARY SCHOOL**

1580 Lakeview Avenue  
Phone: (978) 957-9745  
Beth Drohan, Principal  
Jessica Wojcik, Vice Principal

## **GREENMONT AVENUE SCHOOL**

37 Greenmont Avenue  
Phone: (978) 453-1797  
Marybeth Veilleux, Principal

## **JOSEPH A. CAMPBELL ELEMENTARY SCHOOL**

1021 Methuen Street  
Phone: (978) 459-6186  
Bonnie Faulkner, Principal  
Ada Greenberg, Vice Principal

# SCHOOL HOURS

Campbell Elementary School	8:30AM to 2:45 PM
Greenmont Avenue School	8:30AM to 2:45 PM
Brookside Elementary School	8:30AM to 2:45 PM
Englesby Elementary School	8:30AM to 2:45 PM

To ensure the safety and supervision of all students, the expectation is that students may arrive at school no sooner than 5 minutes before the above designated school starting times unless formal communication has occurred with the school Principal and specific arrangements are made. Additionally, parents/guardians should proactively communicate with the school if issues arise with end of the day transportation.



## Early Release Hours

Campbell Elementary School	8:30AM to 11:30 AM
Greenmont Avenue School	8:30AM to 11:30 AM
Brookside Elementary School	8:30AM to 11:30 AM
Englesby Elementary School	8:30AM to 11:30 AM

# Central Office CONTACT INFORMATION

Building and Grounds	978-957-9704
Finance and Operations	978-957-5583
Food Service	978-957-9714
Office of Teaching and Learning	978-957-2617
Student Services	978-957-4633
Superintendent of Schools	978-957-2660
Transportation	978-957-5583

# Elementary School NURSES

## **SUPERVISOR OF HEALTH SERVICES**

*Betsy Kusa*

(978) 957-4633

## **ELEMENTARY NURSES**

Joseph A. Campbell School

(978) 459-6186

*Bernadine Perrotta*

Greenmont Avenue School

(978) 453-1797

*Janice Cunha*

Brookside Elementary School

(978) 957-0716

*Margaret Collins*

Englesby Elementary School

(978) 957-9745

*Katherine Goudreau*



## DRACUT PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR

Approved: April 10, 2023

9-4-23 Labor Day – No School

9-5-23 Teachers Return/Professional Development

9-6-23 First Day of School Grades 1-12

9-6-23 Kindergarten Orientation

9-7-23 Kindergarten Classes Begin

9-20-23 Early Release for Students  
(Professional Development Day)

SEPTEMBER (18/18)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER (21/39)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10-9-23 Observance of Columbus Day – No School

10-18-23 Early Release for Students  
(Professional Development Day)

11-7-23 No School for Students: All Day Professional Development

11-10-23 Veteran's Day Observance - No School

11-22-23 Thanksgiving Holiday Begins- ½ Day Early Release

11-23-23 & 11-24-23  
Thanksgiving Recess - No School

NOVEMBER (18/57)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER (16/73)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12-6-23 Early Release for Students  
(Professional Development Day)

12-22-23 Christmas Vacation Begins at the close of school

1-1-24 No School – Observance of New Year's Day

1-2-24 Schools Re-open

1-15-24 Martin Luther King Jr. - No School

1-24-24 Early Release for Students  
(Professional Development Day)

JANUARY (21/94)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY (16/110)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

2-16-24 Mid-Winter Vacation Begins at the close of school

2-26-24 Schools Re-Open

3-5-24 Early Release for Students  
(Professional Development Day)

3-29-24 Good Friday – No School

MARCH (20/130)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL (17/147)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4-12-24 Spring Vacation Begins at the close of school

4-22-24 Schools Re-Open

5-27-24 Memorial Day – No School

MAY (22/169)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE (11/180)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6-17-24 180<sup>th</sup> Day  
1/2 Day Early Release

6-19-24 Juneteenth Observance

6-25-24 185<sup>th</sup> Day

Kindergarten Screening  
June 13, June 14, June 17  
No School for Kindergarten Students

## **ATTENDANCE**

Regular school attendance is a critical piece in ensuring the optimal educational experience for all students. Students are expected to attend school each school day on time unless they are ill or an unforeseen emergency arises. A written excuse for the day(s) absent signed by a parent or guardian must accompany each student on his/her return to school. The note must be dated and include a specific reason for the absence. A parent may be notified if a child is absent more than five (5) times during the marking period.

**When a child is absent, it is expected that the parent will call the school before 8:30 a.m. to report this absence to the school. This ensures that every student is accounted for each school day. The school will attempt to contact the parent/guardian if no phone call is received by 10:30. See Appendix D.**

The Dracut Public Schools, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The notification policy shall require that the school principal or headmaster, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal or headmaster, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

## **TARDINESS**

Students should make every effort to be in school on time because being late for school can have a detrimental impact on student learning. Students are considered tardy if they arrive after the 8:30 a.m. bell. In the case of an emergency, where tardiness is unavoidable, the students must have a written excuse signed by a parent or guardian. When a student is tardy, he/she must report to the main office upon arrival at school. Parent/guardians will be notified if a student's attendance record indicates more than five (5) unexcused tardies during a marking period. A student who is continually tardy may be asked to make up for lost instructional time either before school or after school. A meeting with the school Principal will be scheduled to determine a plan moving forward.

## **EARLY DISMISSAL**

An email or call to the classroom teacher and school secretary requesting an early dismissal from school must be sent or called before 1:00 unless an emergency should arise. Notification must include the student's name, reason for dismissal, the date and time of desired dismissal. Upon arriving, the designated parent/guardian must come to the Main Office and officially sign the child out before the child will be dismissed.

**Note: For more specific policy information concerning Early Dismissal, refer to Appendix A at the back of this handbook.**

## **TRUANCY**

If a child is truant, he/she must make up the time missed. This time may be made up during the school day or prior to the end of the school day.

**See Appendix D.**

## **STUDENT RECORDS**

The Dracut Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

*Inspection of Record* - A parent, or a student who has entered the ninth grade or is at least fourteen (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 within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

*Confidentiality of Record* - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel working are allowed to have access to information derived from the student record without specific, informed, written consent of the parent or the student.

*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 of 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.

*Directory Information* - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

*Destruction of Records* - The regulations require that certain parts of the student record, such as the temporary record, be destroyed 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.

*Transfer of Records*: It is the practice of the Dracut Public Schools to forward the student record of any student who seeks or intends to transfer to another public school district upon request of the receiving district.

*Non-Custodial Parents:* Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

*Third Party Access:* Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

*Complaints:* A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal. Non-custodial parents seeking access to student records, please refer to Appendix F.

## **CAFETERIA / LUNCH AND BREAKFAST COSTS AND PROCEDURES**

**For the 2023-024 School Year**, the cost of school breakfast and lunch will be free to all students. This free service applies to complete meals only. Individual items are charged accordingly. The cost for a milk only is .60 cents. **The Dracut Public Schools strongly encourages families who are or may be eligible for continued free and reduced meal benefits to submit your application. Other student fees are adjusted based upon free and reduced status.**

The Dracut Public Schools uses a point of sale (POS) system called NutriKids. NutriKids is the leading provider of food service management products and support for the K-12 market. MySchoolBucks is a program that is a secure online student account system that ties in with the NutriKids system. MySchoolBucks is a great, secure online student account system that allows parents and guardians to view account balances, receive low balance email alerts, add money to student accounts set up automatic payments and view student purchases. Note that this is not the only prepay or payment options. We are still accepting weekly payment options in cash or check. Additional information about MySchoolBucks, including how to sign up, is available at <https://www.dracutps.org/district/food-services> or [www.mySchoolBucks.com](http://www.mySchoolBucks.com).

## **FIRE DRILLS**

Unscheduled Fire Drills are conducted periodically by the Dracut Fire Department. Prior to the drill all classroom teachers will review Fire Drill procedures at the beginning of the school year to ensure all students understand what is expected and where to go. All students are expected to leave the building as quickly and quietly as possible and report to their assigned area under the direction of their classroom teacher. No talking is allowed. Students who happen to be in the bathroom during a fire drill are to exit the building using the nearest exit and join their class outside. Detailed instructions for Fire Drills are posted in every room indicating the exits to be used.

## **EMERGENCY RESPONSE PROTOCOL**

An Emergency Response Protocol has been put in place at all schools. The protocol establishes a specific series of procedures to be followed by school personnel in the event of an emergency situation, such as, child abuse, critical illness, community or school tragedy, natural disasters, etc. This protocol guides teachers and administrators to take appropriate action in response to such events. All staff members have been made aware of their role in the emergency response procedure. Specific scenario rehearsals such as building evacuation, Shelter in Place and Lockdown will be practiced periodically at the beginning, midpoint and end of the year.

## **PARENT NIGHT AND CONFERENCES**

Parent-Teacher Conference Nights are held twice a year at each of the elementary schools. One will be scheduled in the fall and the second will be scheduled in the spring. Parent-Teacher Conference Night is an individualized appointment for each family to discuss individual progress and growth. A half-day schedule will be in place for each Parent-Teacher Conference. Parents/guardians will be notified of their scheduled conference appointments. Given the short duration of these conferences (10 minutes each), parents/guardians with additional specific questions or concerns can schedule a follow up meeting/conference with the teacher at an agreed upon time. More information will be provided by your child's teacher.

<b>SCHOOL</b>	<b>FALL PARENT/TEACHER CONFERENCE <i>EARLY RELEASE FOR STUDENTS</i></b>	<b>SPRING PARENT/TEACHER CONFERENCE <i>EARLY RELEASE FOR STUDENTS</i></b>
<b>ALL ELEMENTARY SCHOOLS</b>	<b>NOVEMBER 16</b>	<b>MARCH 27</b>

## LOST AND FOUND

Lost or misplaced articles should be brought to the Lost and Found designated area in each school or to the Main Office. Valuable items such as money or jewelry should be brought directly to the Main Office. Items not claimed at the end of the school year, such as clothing and other school related materials, may be donated to a local area charity or disposed of at the discretion of the Principal.

## SCHOOL PROPERTY

Damaging or defacing school property will have significant consequences including possible reimbursement to the district for any damage incurred. These consequences will be determined by the school principal, who will communicate directly with the parents/guardians. Student desks are school property and the contents may be examined at any time. It is the responsibility of each child to keep all hardcover textbooks protected with book covers. If a student loses or damages a textbook or library book, they and/or their parents/guardians may be required to pay the cost of a replacement.

## ILLNESS AND MEDICATIONS

In the event of illness during the school day, the school nurse will notify the parents/guardians of the need for the child to be dismissed due to illness. **It is critical that all Student Emergency Forms contact information be up to date. Any changes in emergency contact information or phone numbers should be reported to the Main Office either by note or phone ASAP.**

- Please be sure to read and review the new procedures and safeguards letter from the School Nurse for dispensing of prescribed and over the counter medications. The administration of medication in schools are subject to the provisions of 105 C.M.R. § 210.006.

## PLAYGROUND BEHAVIOR

All students are expected to follow the established rules for playground and the Code of Conduct and Responsibility Agreement. Consequences for students who repeatedly fail to follow rules/expectations will be determined by the Building Principal.

### **Outdoor Recess**

Students are assigned to designated play areas only. Contact-type sports are not allowed because serious injuries can occur. Students will ask permission to enter the building at all times. Students are expected to line up promptly and quietly at conclusion of the recess period.

### **Indoor Recess**

In the event of inclement weather, recess will be held inside in designated homerooms. Students will participate in staff supervised activities during this time predetermined by the classroom teacher.

## HOMEWORK

All homework assignments will be based on content introduced and reviewed by the classroom teacher and **MAY** be assigned each school day and on Fridays or days before long weekends. These assignments will be corrected and discussed by the teacher. Students in grades 1 and 2 will be using Homework Folders to assist them in organizing their homework. Students in grades 3 and 4 are required to use the Homework Agenda books, provided by the school, to keep track of daily assignments. The following are guidelines we have established to follow in relation to how long each student should spend on homework on any given night. Parents/guardians are encouraged to contact their child's teacher if completion of homework is taking significantly longer than the below stated guidelines:

<b>Grades 1 and 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>
<b>10 to 30 minutes</b>	<b>30 to 60 minutes</b>	<b>60 to 90 minutes</b>	<b>60 to 90 minutes</b>

Please note: During the 23-24 school year, the district is reviewing its homework practices. The existing information related to homework should be considered a general guideline, with variations possible. Any questions should be directed to individual teachers and/or building principals.

## **VACATIONS**

School vacation weeks are scheduled at regular intervals throughout the school year. These are the appropriate times to plan for family vacations. Schoolwork and homework assigned during unauthorized absences will be provided upon the child's return to school and must be made up within five (5) days. The Dracut Public Schools does not recommend scheduling vacations during these times as it could significantly impact a child's learning.

## **MCAS TESTING**

State Law requires all students to be present during all MCAS Testing. These dates provide a window of time from which individual times and days are scheduled by Building Principals. Please contact them directly with specific questions regarding scheduling. All MCAS testing will take place in April and May. All Grade 3-5 students will take English Language Arts & Mathematics Testing. Grade 5 will take Science/Technology & Engineering testing as well.

## **NO SCHOOL/DELAYED OPENING**

It is the policy of the Dracut School Committee to keep schools in session under all except the most extreme weather conditions. TV stations (Ch. 4, Ch. 5, and Ch. 7) will also broadcast NO SCHOOL or DELAYED OPENING INFORMATION. In addition, an automated phone system will call families with a prerecorded message by the Superintendent of Schools regarding school closings or delays. All school closings or delayed openings will be posted on the Dracut Public Schools webpage, the Superintendent's Twitter page (@DracutSuper) and our Facebook page (Dracut Public Schools).

## **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) is an integral part of each school community. Its primary goal is to promote the ideals of cooperation, fellowship and communication within each school community. This parent organization also supports school funded field trips and after school activities through periodic fundraising. Regular evening meetings are held once a month. Please contact your school individually or search your school's website for additional information.

## **PARENT VOLUNTEERS**

The Dracut Public Schools welcomes parent volunteers for field trips, office help and classrooms. All volunteers must have a Criminal Offender Record (CORI) on file with the Dracut Public Schools. Volunteers are to respect the privacy and confidentiality of all staff and students. Volunteers are asked to remain in the area in which they have been assigned and are required to sign-in and sign-out at the main office. This time is not designated for parent/teacher conferences. Parents or guardians who desire to speak with a teacher regarding their child should make an appointment with the child's teacher.

## **RULES AND REGULATIONS**

Student rules and regulations do not necessarily define **all** breaches of good conduct that may occur in any given school year. Good conduct and the exercise of good judgment consistent with the age of the student are expected at all times. The infraction and the consequences contained within this handbook are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences. A range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences than contained within these guidelines depending on



the individual circumstances presented. Please be aware that some behavior warrants police investigation as the breach of conduct may also be a criminal offense.

#### Miscellaneous

1. No pets may be brought to school without the permission of both the classroom teacher and the principal.
2. At no time are children to be in the classroom without a teacher present in the room.
3. Students are not allowed to bring toys to school. Appropriate sporting equipment is available for recess use. Students are not allowed to bring in Walkmans, video games, radios, portable TV's, portable/cellular phones, beepers, and other electronic equipment. In addition, valuable collector cards and skateboards should be left at home.
4. Students should be aware that gum is not allowed on the bus, in school, or on the playground.
5. BIRTHDAYS: Invitations to birthday parties or other events held in the home are not to be distributed in the school, UNLESS THERE IS AN INVITATION FOR EACH CHILD IN THE CLASS.

#### **Serious Offenses:**

- A. Failure to observe school rules.
- B. Any act considered by the principal to compromise the safety of students.
- C. Habitual classroom, lunchroom, and playground offenses.
- D. Stealing from other students, teachers or any school property.
- E. Malicious damage to school property.
- F. Fighting in school or on school grounds.
- G. Spitting at another person.
- H. Assault, harassment, or threatening personal injury to another.
- I. Throwing objects (including ice or snow.)
- J. Truancy.
- K. Leaving school grounds.
- L. Smoking or having related items in school.
- M. Lighting a match or a lighter in the school or on school grounds.
- N. Possession of knife or any object that may be used as a weapon.
- O. Drinking or being in school under the influence of alcohol or having alcohol in his/her possession.
- P. Possession, use, or dispensing of drugs or other controlled substances

#### **STANDARDS AND PROCEDURES**

These serious offenses may result in loss of privileges and/or suspension. This list should not be considered all-inclusive. The principal has the sole responsibility to deem any offense as serious given the circumstances. **All visitors must report to the Main Office** to sign in and receive a visitor's badge. School is considered a safe and secure place for students and school personnel. All exterior doors shall be locked at all times and posted with appropriate instructions requiring all visitors to report to the Main Office.



## **STUDENT DISCIPLINE**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority and to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence for inappropriate behaviors/actions by students.

The principal has the discretion to take, as disciplinary measures, other corrective and remedial actions, including detention or removing a student from privileges, such as extracurricular activities and attendance at school-sponsored events, to address student misconduct. Such actions are not subject to the remainder of this policy. The remainder of this policy is applicable only to suspensions of students from school. Additionally, this policy is only applicable to the extent it is not preempted by federal law.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

### **I. Assaults on Staff, Possession of a Controlled Substance, and Possession of a Dangerous Weapon – Suspension Under M.G.L. c. 71, § 37H**

In accordance with M.G.L. c. 71, § 37H, any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in M.G.L. c. 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

Any student who assaults a principal, assistant principal, teacher, teacher's aide, 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. Under M.G.L. c. 71, § 37H, the principal's authority to suspend is not limited to ninety (90) school days and the principal may impose a suspension that goes beyond the school year during which the offense was committed.

Any student who is charged under this section with a violation of possession of a controlled substance, possession of a dangerous weapon, or an assault on staff shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated this subsection. Any student who has been expelled from a school district pursuant to this subsection shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his or her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this subsection.

### **II. Felony Offenses – Suspension Under M.G.L. c. 71, § 37H 1/2**

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 of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his or her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his or her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his or her behalf and shall have the right to counsel (at his or her own expense). The superintendent shall have the authority to overturn or alter the decision of the principal, 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 a decision shall be the final decision of the school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his or her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel (at his or her own expense). The superintendent shall have the authority to overturn or alter the decision of the principal, 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 Dracut Public Schools with regard to the expulsion.

### **III. Due Process for All Other Suspensions - M.G.L. c. 71, § 37H 3/4<sup>1</sup>**

In every case of student misconduct for which suspension may be imposed, except for offenses addressed under M.G.L. c. 71, §§ 37H or 37H ½, a principal or designee<sup>2</sup> and the superintendent and superintendent's designees<sup>3</sup> when acting as a decision-maker at a disciplinary hearing or appeal to consider student discipline for violations of school rules other than offenses involving drugs, weapons, assaults on school staff and felony offenses, shall, when deciding the consequences for the student, consider ways to re-engage the student in the learning process. The principal, superintendent or respective designees shall not suspend the student until alternative remedies have been employed, and their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

#### **Notice of Suspension: (M.G.L. c. 71, § 37H 3/4 Only)**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal or designee must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal or designee shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal or designee must be able to document reasonable efforts to include the parent/guardian.

#### **Emergency Removal (M.G.L. c. 71, § 37H 3/4 Only)**

A Principal or 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 or designee's judgment, there is no alternative available to alleviate the danger or disruption. The Principal or designee shall immediately notify the Superintendent in writing of the removal including a description of 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 or designee shall: 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, and the other matters required in the notice as referenced in the applicable regulation; provide written notice to the student and parent/guardian as required above; provide the student an opportunity for a hearing with the Principal or designee that complies with applicable regulations, 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 or designee, student, and parent/guardian; 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 applicable law and regulation.

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<sup>1</sup>This section sets forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, §§ 37H or 37H½.

<sup>2</sup> Under M.G.L. c. 71, § 37H 3/4, all or a portion of a principal's responsibilities may be delegated to a designee.

<sup>3</sup> Under M.G.L. c. 71, § 37H 3/4, all or a portion of a superintendent's responsibilities may be delegated to a designee.

A Principal or designee shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

**In School Suspension – not more than 10 days consecutively or cumulatively (M.G.L. c. 71, § 37H 3/4 Only)**

The Principal or designee may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal or designee may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal or designee follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

**Principal's Hearing – Short Term Suspension of up to 10 days (M.G.L. c. 71, § 37H 3/4 Only)**

The hearing with the Principal or designee shall be 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 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 designee should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal or 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 or designee should consider in determining consequences for the student.

The Principal or designee shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal or 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 required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal or designee 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.

**Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative) (M.G.L. c. 71, § 37H 3/4 Only)**

The hearing with the Principal or designee shall be 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, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: in advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal or designee may rely in making a determination to suspend the student or not; 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; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the Principal or designee, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal or designee 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.

The Principal or 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 or designee should consider in determining consequences for the student.

The Principal or designee shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal or 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 or designee and the parent/guardian.

If the Principal or designee decides to suspend the student, the written determination shall: identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; set out the key facts and conclusions reached by the Principal or designee; identify the length and effective date of the suspension, as well as a date of return to school; include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; inform the student of the right to appeal the Principal or designee's decision to the Superintendent or designee, but only if the Principal or designee 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, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent or designee 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 or designee 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 or designee's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal or designee 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 Hearing (M.G.L. c. 71, § 37H 3/4 Only)**

A student who is placed on long-term suspension following a hearing with the Principal or designee shall have the right to appeal the Principal's decision to the Superintendent or designee.

The student or parent/guardian shall file a notice of appeal with the Superintendent or designee within the time period noted above (see Principal Hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent or designee may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent or designee 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 or designee shall grant the extension.

The Superintendent or designee shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent or designee shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent or designee to participate. The Superintendent or designee shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent or designee 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 or designee 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 or designee 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. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

The Superintendent or designee shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent or designee determines that the student committed the disciplinary offense, the Superintendent or designee may impose the same or a lesser consequence than was imposed at the Principal's hearing, but shall not impose a suspension greater than that imposed by the Principal or designee's decision. The decision of the Superintendent or designee shall be the final decision of the Dracut Public Schools ~~school district~~ with regard to the suspension.

### **Expulsion (M.G.L. c. 71, §§ 37H and 37H 1/2 Only)**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. . Expulsion from school is only permitted by Massachusetts laws under M.G.L. c. 71, §§ 37H and 37H ½.

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

**IV. Academic Progress (Applies to all suspensions from school under M.G.L. c. 71, §§ 37H, 37H 1/2, and 37H 3/4)**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal or designee shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, 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.

The Principal or designee shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal or designee 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, 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.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

**V. Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal or designee of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

**Opportunity to Make Academic Progress**

The Dracut Public Schools shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

For all suspensions, students will be entitled to the following in terms of the opportunity to make academic progress:

Less Than 10 Consecutive Days - 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.

More than 10 Consecutive Days - 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, earn credits, as applicable, make up assignments, tests, papers, and other school work, and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

The school-wide education service plan will be provided to the parent and student at the time the student is expelled or placed on long-term suspension.

## **NOTICE OF NON-DISCRIMINATION**

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school district does not and will not discriminate on the basis of sex, sexual orientation or gender identity in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities. The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all of its students and employees. The Committee will designate an individual to act as the school district's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

## **NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION**

Dracut Public Schools will respond promptly to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, Dracut Public Schools will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

### Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other



category protected by state or federal law, Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of Dracut Public Schools; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

"Title IX Sexual Harassment" (effective August 14, 2020) means verbal, physical or other conduct that targets a person based on their sex, and that satisfies one or more of the following: 1 of 3 Dracut Public Schools File: AC-R

- A school employee conditioning educational benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity;
- Any instance of "sexual assault", "dating violence", "domestic violence", or "stalking", as those terms are defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v)) and the Violence Against Women Act (34 U.S.C. 12291(a)(8), (10) & (30)).

Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the Dracut Public Schools Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

#### Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Dracut Public Schools, and can be reached at:

Name/Position Kimberly Lawrence, Director of Student Services  
Address 2063 Lakeview Avenue, Dracut, MA 01826  
Phone 978-957-4633

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Dracut Public Schools. In addition, the Director of Student Services is the District 504 Coordinator, and can be reached at:

Name/Position Kimberly Lawrence, Director of Student Services  
Address 2063 Lakeview Avenue, Dracut, MA 01826  
Phone 978-957-4633

Inquiries concerning the Dracut Public Schools' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Director of Human Resources. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## **RESTRAINT POLICIES AND PROCEDURES**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring themselves, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- A statement prohibiting: 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,
- A process for obtaining Principal approval for a time out exceeding 30 minutes. 1 of 2 File: JKAA

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

## **NOTICE TO PARENTS/GUARDIANS**

Please be advised that the Dracut Public Schools will provide copies of all official correspondences and documents (in languages other than English) to parents who require this service. Kindly inform the building principal of your child's school if you are in need of this accommodation.

## **AVISO A TODOS LOS PADRES Y GUARDIANES**

Las escuelas públicas de Dracut ofrecen copias de todas correspondencias y documentos oficiales en diferentes idiomas a los padres que requieran este servicio. Por favor, informe al principal de la escuela de su hijo/hija si Ud. necesita este servicio.

## **IDLING OF MOTOR VEHICLES**

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions unrelated to school arrival/dismissal; queuing at a school for the purpose of picking up or discharging students within 15 minutes of a school's start/end time; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a

motor within 100 feet of such air intake system, unless the Dracut School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Dracut School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriately sized font so as to be visible from a distance of 50 feet.

**NO IDLING  
PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500  
FOR SECOND AND SUBSEQUENT OFFENSES  
M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the school district and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies. For the safety of staff and students said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

### **SCHOOL BUS TRANSPORTATION FEE**

The Dracut School Committee has instituted a Bus Fee Program for all students K-12 who wish to ride the school bus. The fee structure is \$150 per student with a family cap of \$600. A waiver of fee is available for those students who receive free and reduced lunch and for students K-6 who live 2 miles or more from the school. There will be a \$5 fee for all lost or stolen bus passes.

### **SCHOOL BUSING INFORMATION**

The school day begins when the students board the school bus coming to school and ends when the students disembark from the school bus returning home. Each student is under the jurisdiction of the school administration during this entire period. With respect to pupils being transported, a written policy statement is required to provide the school committee, administrators, school bus contractor, pupils and parents with uniformly applied guidelines. Such a policy should be widely disseminated and clearly understood by all. Riding the school bus is a privilege. This privilege will be taken away from any student who is not well behaved, courteous or who endangers the health or safety of any student.

Any decision revoking the privilege of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student; the parent(s) or guardian(s) of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents/guardians must meet with the committee or designee to discuss the matter.

### **RESPONSIBILITIES OF THE STUDENTS:**

- 1) Only authorized students may ride the bus.
- 2) Obey the driver in all matters pertaining to the operation of the school bus. The bus driver is the representative of parents and teachers and is directly responsible for the safety of each student on the bus.
- 3) Exercise courtesy toward others while loading, riding and leaving the bus. Application of this simple rule will result in a more enjoyable ride to school each day and will prevent many unpleasant situations from arising.
- 4) Arrive at the bus stop on time and wait for the bus in a safe location on the curb or shoulder off the road. There will be **NO FIGHTING AT THE BUS STOP**. If you should have a problem with

- someone at the bus stop, inform the principal of your school so that the matter can be resolved. Appropriate school behavior is expected at the bus stop as defined in the student handbook
- 5) Cross highways and streets only in front of the bus. Move away from the front of the bumper of the bus approximately (10) ten feet so that the driver can observe your crossing. **DO NOT RUN OR DASH INTO THE STREET WITHOUT LOOKING BOTH WAYS EVEN THOUGH THE BUS DRIVER HAS STOPPED TRAFFIC. DO NOT WALK ALONG THE SIDE OF THE BUS OR CROSS BEHIND THE BUS.**
  - 6) Do not trespass on private property.
  - 7) Approach and board the bus in an orderly manner when the bus has come to a full stop and the driver has opened the door.
  - 8) Take your seat promptly and remain seated throughout the bus trip.
  - 9) Assignment of seats is left to the discretion of the bus driver with the final approval by school authorities when necessary. Priority is set for the Kindergarten and first grade students to sit in the front of the bus but front seats are also made available when we have discipline problems. If seat assignments are made, compliance is mandatory.
  - 10) Remain seated until the bus comes to a full stop then leave in an orderly manner. **NO PUSHING OR SHOVING IS ALLOWED. ANYONE WHO IS CAUGHT DOING THIS WILL BE REPORTED TO THE PRINCIPAL AND DISCIPLINARY ACTION WILL TAKE PLACE. BE CURTIOUS NOT TO BUMP INTO THE PERSON IN FRONT OF YOU.**
  - 11) **KEEP YOUR VOICE LOW. NO SHOUTING, WHISTLING, PUSHING, FIGHTING OR THROWING OBJECTS ON THE BUS. THIS WILL NOT BE TOLERATED. ABSOLUTELY NO NOISE WILL BE MADE WHILE CROSSING RAILROAD TRACKS.**
  - 12) Do not extend arms or any other parts of your body out the window. **DO NOT THROW ANY OBJECTS OUT THE WINDOW OR SPIT OUT THE WINDOW.**
  - 13) There is no smoking on the bus and at bus stops. bus stops and buses are considered smoke and drug free zones.
  - 14) Ask the driver's permission before opening the window.
  - 15) Help keep the bus clean and report anything damaged in the bus to the driver. Eating food and/or chewing gum on the bus is not allowed. No pencils or pens should be out on the bus for vandalism or safety purposes.
  - 16) Keep books/bundles out of the aisles and do not carry heavy objects on the bus that might cause injury to other students.
  - 17) Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parents and agreement is reached between the principal and the bus driver.
  - 18) Report any violation of these rules to the bus driver or to your teacher.
  - 19) Once three (3) discipline slips have been submitted on any child, the child will be reported to the principal of the school and put off the bus. A child will have his/her privileges returned/denied once the parent, principal and school department designee meet to discuss the problem.
  - 20) All elementary school pupils (grades K-6) residing more than one mile from the school attended and high school/junior high pupils (grades 7-12) residing more than 1 ½ miles from the school attended are entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when the health of pupils makes this service essential.

#### **RESPONSIBILITIES OF PARENTS:**

- 1) Please instruct children of the important bus codes that are listed above.
- 2) Support the bus driver in maintaining discipline on the bus.
- 3) Insure children arrive at the bus stop on time. Supervise children when necessary.

- 4) Make suggestions in writing to the principal and to the office of the superintendent to make any improvements to the routes.
- 5) Report any concerns or violations to the principal of the school that your child is attending.
- 6) No kindergarten child will be dropped off at the bus stop without a parent/guardian there to meet him/her. It is the responsibility of the parent/guardian of the child to have arrangements made in the event they cannot be at the bus stop. If no one is there, the child will be returned to school and the parent/guardian will be notified to pick up the child there.
- 7) In the event that a child is returned to school due to misbehavior on the bus, the Principal will contact the parent/guardian and it will be the responsibility of the parent/guardian to transport the child home.
- 8) Parents or persons authorized to pick up children at dismissal time or for extenuating circumstances must have written permission which will be kept on file in the principal's office. Pupils who do not have written permission to either stay for after-school activities or to be transported by car will be placed on their regular bus home.
- 9) Please do not ask that we transport students' friends or relatives who may be visiting on a temporary basis.
- 10) The school should be made aware of any known health problems such as allergies that might require special assistance.
- 11) Do not discuss with the bus driver any problems that you may have with him/her, the route or another child. Please refer all problems to the principal of your school. Drivers have been instructed not to discuss any problems with parents while en route.
- 12) Parents are not allowed to board the bus.

#### **RESPONSIBILITIES – PRINCIPAL or DESIGNEE**

- 1) Process disciplinary reports received from the bus drivers.
- 2) If necessary, establish safety guides for the buses.
- 3) Insure prompt supervision during loading and unloading of students from the buses before and after school.
- 4) Clear all traffic from bus loading areas each morning and afternoon.
- 5) As appropriate, instruct students on general safety procedures to be observed while riding school buses.
- 6) Be available to assist any parent or bus driver if they have any problems with the school buses.

#### **RESPONSIBILITIES – TEACHERS:**

- 1) Perform duties in relation to school buses as directed by the principal.
- 2) Assist drivers in maintaining discipline when riding the buses.
- 3) Instruct students on bus codes at the start of the school year.

#### **DISCIPLINARY PROCEDURE-RESPONSIBILITIES PRINCIPAL:**

- 1) Evaluate disciplinary reports.
- 2) Counsel students on the nature of the violation.
- 3) Recommended necessary action:
  - a) Depending on the nature of the offense, the principal will reprimand, give a warning or suspend the student's right to ride the bus.
  - b) No fixed number of disciplinary reports is required to take away a student's riding privilege if the offense is severe.
- 4) Inform the parents of the nature of the offense.
- 5) Advise the bus driver of the action taken.

#### **ACCIDENT PROCEDURE - RESPONSIBILITIES – STUDENTS:**

- 1) Keep calm and follow the directions of the bus driver. Stay in your seat until the bus driver tells you what action to take.
- 2) Do not touch any emergency equipment unless told to do so by the driver.
- 3) In case of fire, leave the bus in an orderly manner as directed by the driver and move to the nearest exit away from the fire.
- 4) If the driver is injured and unable to move, notify the nearest adult or contact the police or fire department using the nearest phone.
- 5) All injuries shall be reported to the driver.

**EVACUATION PROCEDURE:**

- 1) Passengers are to remain seated and pay attention to the driver.
- 2) The driver will stay at the front of the bus and coordinate the evacuation process.
- 3) Passengers should not take anything with them – musical instruments, athletic equipment, lunch boxes, etc. The evacuation objective is to empty the bus as quickly as possible in an orderly manner.
- 4) The driver will designate a helper to assist in leading the students to a designated location on the school grounds approximately 100 feet from the bus. Students are to walk, not run, to this location.
- 5) A second helper will be appointed to stand outside the bus door to assist passengers as they leave the bus.

## **EMPOWERED DIGITAL USE POLICY**

### Purpose

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

### Availability

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

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

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

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

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

## **POLICY ON SOCIAL MEDIA**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using social media or other electronic means.
  - a. Teachers may not friend or follow current students on social media, and will not allow students to follow them.
  - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.



- c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
  - d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
  - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
  - f. Inappropriate contact via phone or electronic device is prohibited.
2. Inappropriateness of posting items with sexual content
  3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
  4. Examples of inappropriate behavior from other districts, as behavior to avoid
  5. Monitoring and penalties for improper use of district computers and technology
  6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

## APPENDIX A

### POLICY ON STUDENT DISMISSAL

- A. A note from a parent/guardian must be presented to office personnel in the morning of the school day of desired dismissal.
  - a.) The note, must include:
    - 1.) Student name
    - 2.) Reason for dismissal
    - 3.) Date of dismissal
    - 4.) Time of dismissal
    - 5.) The person who will be picking up the student
    - 6.) Parent/guardian signature
- B. Upon dismissal, the parent/guardian, or a designee from the student's family, must report to the main office to indicate arrival to pick up child.
- C. If the name of the person does not match the name in the request letter for dismissal, then a call must be placed to the parent/guardian to verify identification. A request for personal identification of the alternate person who is picking up the child will also take place. A sign-off by the alternate person will be necessary before leaving the main office. No child will be dismissed until a parent's authorization is secured.
- D. If a phone call is received for a different person to pick up a child, the parent/guardian needs to inform the person that some form of picture identification will be requested. All incoming calls from parents must be verified before dismissal of any child.
- E. If parents/guardians cannot pick up their child and they have requested a taxi to bring the child home, parents must send in a note stating the name of the taxi company. The driver must come to the main office of the school, identify himself/herself and indicate what child he/she has been instructed to bring home. A school supervisor will accompany the child to the taxi and log in the taxi license, plate number and name of driver along with the time the child is leaving the school.
- F. At no time should any child be allowed to leave the building alone to go to meet a parent/guardian in a parked car. Parents/guardians must come to the main office for pick-up.
- G. End of day dismissal for students not taking the bus:
  - 1.) Walkers and those students being picked up should proceed to a holding area (gymnasium or cafeteria, etc.) supervised by a faculty member or staff. The faculty member or staff with the names of students who have had a parent/guardian inform the school of an impending pick-up will be supervising dismissal.
  - 2.) Parents/guardians must go to the holding area where the faculty member will check off the students' names as they leave with the intended person on record.

- 3.) At no time should a parent/guardian be allowed to remove a child from a bus line for dismissal. For any pick-up that needs to take place, a parent/guardian must check in at the main office first and a school staff member will accompany the parent to take the child out of a bus line.

The following are holding areas in the respective schools:

Brookside Elementary School	Cafeteria
Greenmont Avenue School	Cafeteria
Joseph A. Campbell School	Classrooms
Englesby Elementary School	Cafeteria

## APPENDIX B

### THE FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Dracut Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

*Inspection of Record* - A parent, or a student who has entered the ninth grade or is at least fourteen (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 within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

*Confidentiality of Record* - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel working are allowed to have access to information derived from the student record without specific, informed, written consent of the parent or the student.

*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 of 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.

*Directory Information* - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

*Destruction of Records* - The regulations require that certain parts of the student record, such as the temporary record, be destroyed within 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.

*Transfer of Records:* It is the practice of the Dracut Public Schools to forward the student record of any student who seeks or intends to transfer to another public school district upon request of the receiving district.

*Non-Custodial Parents:* Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

*Third Party Access:* Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

*Complaints:* A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

## **APPENDIX C**

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”).

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behaviors or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

### **Receive notice and an opportunity to opt a student out of:**

1. Any protected information survey administered or distributed to a student by an local educational agency that is a recipient of funds under an applicable program (LEA) if the protected information survey is either not funded as part of a program administered by the Department or is funded as part of a program administered by the Department but to which a student is not required to submit;
2. Any non-emergency, invasive physical examination or screening required by an LEA as a condition of attendance; administered by the school and scheduled by the school in advance; and, that is not necessary to protect the immediate health and safety of a student, with some exceptions; and
3. Activities of an LEA involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or sale (or to otherwise distribute such information to others for that purpose), with some exceptions.

### **Inspect, upon request and before administration or use:**

1. Protected information surveys and surveys created by a third party, before the administration or distribution by an LEA of the surveys to a student;
2. Any instrument used by an LEA to collect personal information for the purpose of marketing or sale (or otherwise distributing such information for that purpose), before the instrument is administered or distributed to a student, with some exceptions; and
3. Instructional material, excluding academic tests or academic assessments, used by an LEA as part of the educational curriculum for a student.

The Dracut Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (The Dracut Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.) The Dracut Public Schools will also directly notify parents and

eligible students of these policies at least annually at the start of each school year and after any substantive changes.) The Dracut Public Schools will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in collection, disclosure, or use of personal information for marketing, sales or other distribution. The Dracut School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Dracut School District will also directly notify, such as through U.S. mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his child out of participation of the specific activity or survey. The Dracut School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**APPENDIX D**  
**TRUANCY AND ATTENDANCE**  
**PARENT INFORMATION**

There is no doubt that one of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Student tardiness and truancy are challenges that confront many communities in Middlesex and across the state. Often, these behaviors are the first indicators that a student may be experiencing stress or other difficulties in his or her life.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

**School Attendance**

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven-day sessions or fourteen half-day sessions in any period of six months. In addition to this law, each school may have its own attendance policy which parents/guardians should be familiar.

The Dracut Public Schools, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. This policy requires that the school principal, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

**Who is a Supervisor of Attendance?**

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

**What is a CRA?**

Under Chapter 119 of the Acts of 2012, Governor Patrick signed an amendment into law that changes Children in Need of Services ("CHINS") to Families and Children Engaged in Services ("FACES"). This modification impacts schools with regard to the filing of FACES applications. A "CRA" (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is "habitually truant," that is, who willfully fails to attend school for more than eight school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.



**What is a 51A?**

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

**Parental Responsibility**

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven-day sessions or fourteen half-day sessions within any six-month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent and/or guardian.

**Inducing Absences** It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or harbor a minor who should be in school.

## APPENDIX E

### AMENDED STUDENT DRESS CODE POLICY FOR ELEMENTARY AND SECONDARY SCHOOLS

Clothing/dress is a reflection of students and our schools. The rules set herein are for the benefit of the entire student body. Students' dress should be appropriate for a working environment and conducive to learning as interpreted by the Administration. The School Committee, in recognizing its obligation to minimize opportunities for student distraction and/or disruption within the Dracut Public Schools, has established and adopted the following rules of dress. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

- Clothing and grooming habits should not be detrimental to health and safety, and should be weather appropriate.
- Only headwear related to religious observation will be allowed.
- Only prescription or medically required eyeglasses are allowed.
- Clothing that exposes midriffs is not permitted.
- No beachwear, sleepwear, or low-cut tops will be permitted.
- No extremely short skirts or shorts shall be permitted.
- No exposed undergarments shall be permitted.
- No clothing will be permitted that advertises alcohol, tobacco, drugs, violence, gang membership, sexual references, questionable slogans, or language that creates a double entendre.
- Jewelry of an extreme nature is not acceptable. This may include dog collars, spiked jewelry, wallet chains, metal chains, or any other potentially dangerous accessories.
- Proper and safe footwear must be worn at all times. Sneakers/athletic footwear are required for physical education classes.

*Please note that flip flops are unsafe for a school environment.*

## APPENDIX F

### ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

#### Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

#### *Breath Alcohol Testing Procedures and Protocol*

Alcohol use by a student is illegal and poses a serious threat not only to the student's own well-being, but also to the well-being of the entire school community. Alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action including a possible suspension for up to 90 school days per MGL c. 71 s. 37H <sup>3</sup>/<sub>4</sub>.

When determining whether possible alcohol use or intoxication by a student has occurred at school or a school-related function, the safety of the student is the primary concern. If an administrator reasonably suspects that a student is under the influence of alcohol, the administrator may use a breath alcohol testing device which indicates the presence or absence of alcohol. The Dracut Public Schools also reserves the right to randomly screen students or screen all students at school related events with proper notice to the students and their families.

This is a non-invasive test in which students will be asked to exhale or speak into a device. The purpose of having breath alcohol testing available is a deterrent to alcohol use. The test will be administered by the administrator and witnessed by a staff member. The administration of Dracut Public Schools is not held to a criminal standard of proof and therefore; the results of the breathalyzer are final and are not subject to further review.

1. If the test is positive, the student can request two (2) additional tests taken at least two (2) minutes apart. If these additional tests are positive:
  - a. Parents/guardians are notified and requested to take the student home

- b. If the student is assessed to be a risk and in need of medical assistance, emergency help and parents/guardians are notified.
  - c. Disciplinary action will be taken as indicated in student handbooks.
  - d. If the test is negative, the student will be allowed to resume the activity if the administrator does not suspect the use of other drugs.
- 
- 2. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol and refuses to be tested:
    - a. The administrator will notify parents/guardians to pick up the student and detain the student until the parent's arrival.
    - b. The administrators will consider the refusal as comparable to being under the influence and will discipline the student in accordance with the student handbook.
- 
- 3. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol and leaves the scene against the school official's request:
    - a. Police will be notified
    - b. Parents/guardians notified
    - c. Disciplinary action for intoxication will be taken as indicated in the student handbook

## **APPENDIX G**

### **ENGLISH AS A SECOND LANGUAGE**

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

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Department of Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Department of Education to comply with the No Child Left Behind Act.

Adopted by Dracut School Committee:

**Legal Ref.:**

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)  
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)603 CMR 14.00)

## **APPENDIX H**

### **Wellness Program**

The School Committee recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide developmentally appropriate nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

#### Wellness Committee

The school district wellness committee consists of a chair, parent/guardian, student, nurse, school food service representative, school committee member, school administrator, member of the public, teacher(s) of health and/or physical education, and other community members as appropriate.

#### Nutrition Guidelines

Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The district will maintain procedures that address all foods available to students throughout the school day in the following areas:

- guidelines for maximizing nutritional value by decreasing fat and added sugars, increasing nutrition density and moderating portion size of each individual food or beverage sold within the school environment
- foods and beverages included in a la carte sales in the food service program on school campuses
- foods and beverages sold in vending machines and school stores
- refreshments served at parties, celebrations, and meetings during the school day

#### Nutrition and Physical Education

The school district will provide nutrition education consistent with the Massachusetts State Curriculum Frameworks. The school district will provide physical education training aligned with the standards established by the Department of Elementary and Secondary Education.

#### Nutrition Education, Physical Education, and Other School-Based Activities Goals

The Wellness Committee will assess the need for and provide recommendations for goals to the Superintendent of Schools related for nutrition education, physical education, and other school-based activities. Those goals may be subsequently included in this policy.

#### Evaluation

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. The Wellness Program Chair and/or Coordinator shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. The Wellness Program Chair and/or Coordinator will report to the School Committee annually.

## **APPENDIX I**

### **Bullying and Hazing**

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

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.

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

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited. Retaliation means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying.

Principal means the administrative leader of a public school, charter school, collaborative school, or approved private day or residential school, or his or her designee for the purposes of implementing the school's bullying prevention and intervention plan.

Bullying and retaliation is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;

- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

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

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

### Prevention and Intervention Plan

In accordance with M.G.L. c. 71, § 37O, the superintendent and/or their designee shall develop, adhere to, and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period. The plan shall be updated at least biennially.

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

### Training and Assessment

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

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

### Publication and Notice

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

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

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



## **HAZING**

### **CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### **CH. 269, S.18. FAILURE TO REPORT HAZING**

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

### **CH. 269, S.19. COPY OF SECTIONS 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT**

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

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

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

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

## APPENDIX J

### Service and Accommodations for Students with Disabilities

Under the Individuals with Disabilities Education Act (“IDEA”) and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)’ consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . .” Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504.

Additionally, the Dracut Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The Dracut Public Schools is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

The Dracut Public Schools’ administrators, in their discretion, may deny or limit a student’s access to co-curricular activities as a disciplinary sanction.

## APPENDIX K

### Policies relative to conduct of teachers or students; student handbooks

#### M.G.L. c. 71, § 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

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

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

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

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

**M.G.L. c. 71, §37H1/2 - Felony Complaints and Felony Convictions:**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

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

**M.G.L. c.71, §37H3/4.**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H.5.

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

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

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the

superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

**M.G.L. c.76, §21**

Section 21. Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies, education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

**M.G.L. c.71, §37L**

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

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

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable

standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

School department personnel and school resource officers, as defined in section 37P, shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, through an official report or unofficial channels, including, but not limited to, text, phone, email, database and in-person communication, or submit to the department of state police's Commonwealth Fusion Center, the Boston Regional Intelligence Center or any other database or system designed to track gang affiliation or involvement, any information relating to a student or a student's family member from its databases and other recordkeeping systems including: (i) immigration status; (ii) citizenship; (iii) neighborhood of residence; (iv) religion; (v) national origin; (vi) ethnicity; or (vii) suspected, alleged, or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report. Nothing in this paragraph shall prohibit the sharing of information: (i) for the purposes of completing a report pursuant to section 51A of chapter 119; (ii) upon the specific, informed written consent of the eligible student, parent or guardian; (iii) to comply with a court order or lawfully issued subpoena; (iv) in connection with a health or safety emergency pursuant to the provisions of 603 C.M.R. 23.07(4)(e); or (v) for the purposes of filing a weapon report with the local chief of police pursuant to this section.

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



## APPENDIX L

### McKinney-Vento Homeless Education Assistance Act

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records.

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services. A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Sarah Slautterback, Homeless Education Specialist with the Massachusetts Department of Elementary and Secondary Education at 781-338-6330 or visit the following website: <http://www.doe.mass.edu/mv/haa/>.

**Appendix M**  
**Dracut Public School's**  
**Elementary Walking / Bus Stop Waiver**

- This waiver applies to students in grades 1-2 only.
- This waiver does **not** apply to Kindergarten students. Consistent with School Committee Policy, no **Kindergarten** child will be dropped off at the bus stop without a parent/guardian there to meet him/her. It is the responsibility of the parent/guardian of the child to have arrangements made in the event they cannot be at the bus stop. If no parent/guardian or authorized adult is there, the child will be returned to school and the parent/guardian will be notified to pick up the child at school. In the event that a child is returned to school, the Principal will contact the parent/guardian and it will be the responsibility of the parent/guardian to transport the child home.

In circumstances where the parent/guardian is authorizing the Dracut Public Schools and North Reading/Trombly Transportation to allow a child in grades 1-2 to be dropped off at the designated school bus stop location, without a parent/guardian, other adult present, or another minor sibling, this waiver must be signed by parent/guardian and returned to the child's school.

In circumstances where the parent/guardian is authorizing the Dracut Public Schools to allow a child in grades 1-2 to walk home with an older sibling, this waiver must be signed by the parent/guardian and returned to the child's schools.

Name of Student: \_\_\_\_\_  
(Please Print)

Student ID: \_\_\_\_\_

Student School: \_\_\_\_\_

Location of Bus Stop: \_\_\_\_\_ Bus #: \_\_\_\_\_  
(If riding bus)

I/we \_\_\_\_\_ parent and/or guardian of \_\_\_\_\_, a minor who is a student of the Dracut Public Schools, hereby grant permission to the Town of Dracut Public Schools, its School Committee, and its employees and agents for our minor child to be allowed drop off at said child's designated bus stop without a parent/guardian or other adult present. I/we do hereby forever release, acquit, discharge and covenant to hold harmless the Town of Dracut Public Schools, its School Committee, its employees and agents and their employees from all actions, causes of action, claims, demands, damages, loss of service, expenses and compensation on account of, or in any way growing out of any and all personal injuries and property damage resulting or to result from an accident or physical occurrence that should occur from my actions.

If a student (Grades 1-2) is being released to another sibling, please indicate the name of the sibling accepting responsibility.

Sibling Name responsible for student Grade 1-2: \_\_\_\_\_

**Parent/Guardian Acknowledgement:**

As the parent/guardian, I/we, upon signing this waiver, agree to hold all responsibility for said minor child once the child has departed the school bus or school grounds.

Name of Parent/Guardian: \_\_\_\_\_  
(Please Print)

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

*The Superintendent of Schools, or designee, reserves the right to cancel this agreement at any time when safety of the student is of concern.*



**PRINT, SIGN, AND RETURN TO SCHOOL**



**DRACUT PUBLIC SCHOOLS  
STUDENT/PARENT STATEMENT OF RESPONSIBILITIES  
Empowered Digital Use / Access to Digital Resources Use Policy Signature  
Acceptable Use / Internet Use Signature**

Student Expectations

I have read, understand and will follow the [Empowered Digital Use Policy](#) and [Access to Digital Resources Policy](#). If I violate that agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools have the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

Parent/guardian collaboration is a crucial focus of Dracut Public Schools. Through our technology integration, we want to work with parents/guardians so they understand the different initiatives that are taking place at school. As parents/guardians, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

As the parent or guardian of this student. I have read the Dracut Public Schools' [Empowered Digital Use Policy](#) and [Access to Digital Resources Policy](#). I understand that technology is provided for educational purposes in keeping with the academic goals of Dracut Public Schools, and that student use for any other purpose is inappropriate.

I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to the [Empowered Digital Use Policy](#) and [Access to Digital Resources Policy](#), I am aware that if my child violates this agreement the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools have the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Dracut Public Schools, and expressly waive any right of privacy my child has in anything created, stored, sent, or received on Dracut Public Schools' technology resources or network.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Permission Page**  
**Dracut Elementary Schools**  
**2023-2024**  
**Handbook**

I have reviewed the Dracut Public School Student-Parent Handbook located on the school website and I am familiar with its policies and regulations.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Homeroom

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**PRINT, SIGN, AND RETURN TO SCHOOL**





**SIGN, DETACH AND RETURN TO SCHOOL**



Permission to Videotape/Photograph  
Images May Appear on School Websites

Photograph /Video **OPT OUT** Form

If you **DO NOT** wish for photographs of your student(s) engaging in classroom activities to be published through our various media for school district's public relation purposes, please opt out using this form. If you are the parent/guardian of more than one student, you must fill out a separate form for each.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature \_\_\_\_\_

School: \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Number \_\_\_\_\_

Date: \_\_\_\_\_

Possible uses of student photos may include district and school website, school newspaper, local newspaper articles, school social media pages (Facebook, Twitter).