

Groton-Dunstable Regional High School

Student Handbook

2025 - 2026

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Introduction

To the Groton-Dunstable School Community:

We would like to welcome our newest Class of 2029, to Groton-Dunstable Regional High School. One of our Core Values is Respect and is the cornerstone to providing a safe environment for all students and staff. In addition, Integrity, Balance and Perseverance are the other values we hope to instill in our students.

Our handbook will help guide all members of the community navigate the school year. It also provides us all with our policies and procedures and an introduction to the many resources available and the rights and responsibilities students and families have to ensure success. Please peruse this document and use it as a reference throughout the year.

Together, we will all work towards ensuring a successful year.

Sincerely,

Rick Arena
Principal

Section 1: Statement of Non-Discrimination

The Groton-Dunstable Regional School District is committed to providing equal access to all academic, extracurricular, and social-emotional programming for all students regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status.

Right to an Equal Education

All students in the Groton-Dunstable Regional School District, regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, protected by state or federal law will be given equal access to educational services, including school admission, admission to courses, access to course content, access to guidance services, and participation in extracurricular and athletic activities. This is required by Title IX of the 1972 Education Amendments, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and M.G.L. c. 76, §5 .

Non-Discrimination and Harassment

The Groton-Dunstable Regional School District does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, pregnancy related conditions, pregnancy status, parenting/marital status, disability, homelessness, religion, age or immigration status. The District is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy, pregnancy related conditions, pregnancy status, age, genetic information, ethnic background, ancestry, disability, or any category protected by State or Federal law. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The District's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of the school district, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy, pregnancy related conditions, pregnancy status, age, genetic information, ethnic background, ancestry, disability, or any category protected by state or federal law.

In addition to designating at least one administrator to address inquiries regarding the District's non-discrimination policies, the District has adopted grievance procedures for addressing reports of discrimination, harassment, and/or retaliation under the protected classes identified herein. If an individual is interested in filing a complaint that they have been discriminated against because of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, pregnancy related conditions, pregnancy status, disability, homelessness, religion, age or immigration status, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

Refer to the Groton-Dunstable Regional School District [Civil Rights Grievance \(Discrimination/Harassment\) Procedures](#) for details.

Non-Discrimination on the Basis of Sex

The Groton-Dunstable Regional School District does not discriminate on the basis of sex and strictly prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, including in admission and employment. The District does not discriminate on the basis of pregnancy or pregnancy-related conditions in its educational programs and employment activities. Title IX of the Education Amendments of 1972; M.G.L. c. 151B; M.G.L. c. 151C; M.G.L. c. 76, § 5. The District's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admissions, or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

The District has adopted and implements a Title IX Grievance Procedure to ensure the prompt and equitable resolution of complaints of sex discrimination, including sex-based harassment. A copy of the District's Title IX Grievance Procedure may be accessed on the District website at the following [link](#) or through the office of the Title IX Coordinator.

For questions related to the District's non-discrimination policy or grievance procedure, to make a report or complaint of sex discrimination, including sex-based harassment, or for information relative to accommodations and services for individuals based on pregnancy and pregnancy-related conditions, please contact , Jill Greene who serves as the Groton Dunstable Regional School District Title IX Coordinator:

Jill Greene, Director of Student Services
Title IX Coordinator
Groton Dunstable Regional School District
jgreene@gdrsd.org
978-448-5505

Inquires or complaints relative to sex discrimination, including sex-based harassment, may also be directed to the United States Department of Education's Office for Civil Rights U.S. Department of Education Office for Civil Rights.

Any employee or student found to have engaged in sexual harassment will be subject to disciplinary action. Students found to have engaged in sexual harassment may be subject to disciplinary proceedings in accordance with procedures set forth in Student Discipline section of this handbook and applicable state and federal laws and regulations. Staff members determined to have engaged in sexual harassment shall be subject to professional discipline including possible termination of employment.

Refer to the Groton-Dunstable Regional School District [Title IX Grievance Procedures](#) for details.

Section 2: Core Values and Mission Statement

Core Values

Balance, Integrity, Perseverance, Respect

Mission Statement

Groton-Dunstable Regional High School fosters academic and personal excellence in cooperation with the community. Through an evolving curriculum, we cultivate skills and attitudes that encourage students to develop a spirit of inquiry, the disposition to adapt to changing environments, and the intrinsic motivation to become responsible, contributing citizens.

Section 3: School Hours/Schedule

School Hours

School is in session from 7:27 AM - 1:50 PM. Doors open for students at 7:00 AM. Once students have arrived at school, they are not allowed to leave school grounds unless they have permission from a school official. Students are not allowed to remain at school beyond 2:00 PM unless they are involved in a co-curricular activity or are meeting with school personnel.

Full Day Schedule (Warning Bell @ 7:21)

A Block	7:27	8:46
WIN	8:51	9:21
B Block	9:25	10:41
C Block	10:45	12:25
	Lunch	Class
	1st - 10:41-11:04	11:07-12:25
	2nd - 11:08-11:31	10:45-11:08 11:34-12:25
	3rd - 11:35-11:58	10:45-11:35 12:01-12:25
	4th - 12:02-12:25	10:45-12:02
D Block	12:29	1:50 1:47 Bus Student Dismissed

Half Day Schedule (Warning Bell at 7:21)

A	7:27	8:06
WIN	8:10	8:40
B	8:44	9:23
C	9:27	10:15
D	10:09	10:50 10:47 Bus Student Dismissal

Adjustments to the bell schedule may occur for special events and assemblies.

Drop Off and Pick Up Procedures

In order to create a safe environment for our students, parents who choose to drive their children to and from school are asked to adhere to the following protocols for morning and afternoon pick-up/drop off. Please plan the morning departure from home to arrive at GDRHS no earlier than 7:00 AM. Students will not be permitted to enter the building until 7:00 AM (except during inclement weather).

Morning Drop - Off and Afternoon Pick-Up Procedure

When dropping off your child before school or picking up your child at the end of the school day, please park in the circle drop off area located near the tennis courts. For the safety of all of our students, parents are asked to park in the designated parking areas while waiting for their child(ren) to be dismissed. If you are switching drivers upon departure, please wait until you are in the first parking spot to ensure safety and prevent delays. In order to protect our students and to provide safe discharging of students for those using a wheelchair, students may not be dropped off in the front parking lot or at the back door. Areas such as fire lanes or unmarked parking areas are prohibited. Please be advised that under M.G.L. C.90 16 B and 540 CMR 27.00, it is against the law to leave your car idling on school grounds. We thank you in advance for your cooperation and understanding. Students' safety is our first priority.

Early Dismissal Procedure

If parents/guardians wish to dismiss a student early from school, please send in a note identifying the date and time of the dismissal. Students should give this note to the office before 7:27am. When arriving to pick-up your student, please park in the main parking lot in a visitor space.

School Closing Information

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

Section 4: Attendance

Regular Attendance

Regular attendance in school is required by Massachusetts' law (G.L. c 76) for all persons between the ages of 6 and 16. It is the responsibility of each student, the student's family, and the school to ensure that the student attends school each day that the student is not sick. Failure to attend school except under extraordinary circumstances, will require school personnel to seek help for the student and the student's family through court action and/or through the Massachusetts Department of Children and Families.

Student Absence Notification Program

Parents/guardians are instructed to call 978-448-6362 (Dial 1 for the Attendance line) by 8:30am to notify the school that a student will be absent and the reason for the absence. If a student is absent and the school is not contacted by the designated time, the school will call the phone number(s) furnished by the parents/guardians to inquire about the student's absence.

When a student has five (5) or more school days unexcused in a semester or has at least 7 days in which the student has missed 2 or more blocks in a semester due to tardiness or unexcused absences, the Principal, or designee, will notify the parent/guardian and make a reasonable effort to communicate with the parents to develop action steps to address the student's 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(s) or guardian(s) and, where appropriate, with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

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

Attendance Procedures

- No students will exceed seven (7) discretionary absences for any class during a single semester or four (4) for a quarter long class. When the number of absences approaches the limit a letter is sent to parents indicating this. At this point, if

circumstances such as illness or family hardships have contributed to the attendance concern, we invite parents/guardians to share relevant information so that administration can take everything into account prior to any decision being made or scheduling an attendance appeal.

- Missing 25 or more minutes of a class is considered an absence. This includes unexcused tardies and dismissals, cutting class (missing from class for more than 10 minutes), and arriving late from lunch, a meeting or another class without a pass or approval. Five (5) tardies less than 25 minutes equals one absence.
- When students exceed the limit of absences, they will be asked to participate in an attendance appeal. At this time they can share their reasons for violating the policy with administrators and other staff relevant to the situation. Attendance appeals can have multiple outcomes. At the conclusion of an appeal students may be found...
 - Faultless due to unexpected circumstances beyond their control (ie. illness, family issues, death of a loved one, etc....).
 - In violation of the school procedures and given a warning.
 - In violation of the school procedures and placed on probation. Probationary expectations will be determined by the administration and each case will be unique to the factors which caused the violation and student attendance history will be considered.
 - In violation of the procedures after a warning and/or probation and without relevant extenuating circumstances.
 - If students are found in violation of the procedures after a warning and/or probation and without valid extenuating circumstances beyond their control, they may receive “Inc/Pass” or “Inc/Fail” for the class(es) for that semester/quarter; the numeric equivalent being a 55 If an “Inc/F”. If a student’s average for that term is below a 55, he/she will receive the average that he/she has earned for that semester.
- Seniors who exceed four discretionary absences during the fourth quarter may be considered in violation of the attendance policy and subject to the above procedures.
- The attendance record is included on every report card and is accessible in SchoolBrains at all times. In addition, each time a student is absent from school, the parent/guardian will receive a phone call informing the family of the absence. Additionally, each time a tardy is issued it includes the number of absences and tardies that have accumulated.

Excused Absences

Proper documentation may be required for all excused absences including

doctor/dentist appointments or verified illness (notification from the medical office within 5 school days of the absence). Please note that a phone call to a doctor's office does not constitute an excused absence. A scheduled appointment will not suffice as documentation. A receipt/letter/note from the medical office is necessary for our records. We understand that not all absences due to illness require a visit to a physician. This is why discretionary absences are allowed. Should unusual, extended or frequent illness occur that is out of the ordinary, please refer to the procedures above. Administrators will take student attendance history into account before any steps would be taken to impose attendance driven consequences.

Examples of excused absences include, but are not limited to, the following...

- Court appearances
- DMV/Registry appointments (maximum of 2)
- Major religious holidays
- Illness/appointments documented by a medical professional
- Suspension
- Bereavement for family members or serious family illness
- College visits (juniors and seniors only). Excused college visits are limited to three per year. Students should clear these visits through their Guidance Counselor and must provide documentation of their visit. If travel is necessary, these days may be included as excused if they are approved by an administrator prior to the visit. Students are responsible for all make-up work if they choose to take part in a visit and teachers are under no obligation to provide classwork ahead of time.

Discretionary Absences

- Family Vacations: Family vacations and early departure for summer vacations, employment, camps, etc... will have an effect on a student's attendance. Families choosing to take students out of school for this reason may need to appear before the Attendance Appeal Committee.
- Employment
- Automobile/traffic issues
- Weather related circumstances
- Private school interviews
- Illness not requiring a doctor's attention
- Dismissal
- Tardiness
- Athletic events not affiliated with GDRHS
- Cutting class or abusing a corridor pass (missing 25 or more minutes from class without a valid reason)
- "Skip Days" GDRHS does not condone or approve any type of day in which students choose not to be in school.

Permanent Withdrawal

The District complies with the requirements of M.G.L. c. 76 § 18, in regard to a student's permanent withdrawal from high school.

Attendance Appeals

Students who are found to be in violation of the attendance policy may appeal to the Principal, or Attendance Appeal Committee, before the loss of credit for a class is administered. The Attendance Appeal Committee is made up of administrators and staff. The committee meets at least twice per year. Students who are requested to appear before the committee will receive notification outlining the process. Regardless of the committee's decision, the principal or his/her designee reserves the right to make the final decision on all appeals. Additionally, if the Principal or designee, is aware of extenuating circumstances prior to an appeal, they may determine that it is not necessary to go through this process.

Section 5: Information and Communication

Home to School Communication

The GDRHS welcomes and encourages parent and community involvement in the education of our children. We also understand the importance of effective communication. To enable effective communication between home and school a protocol for communication has been established. Major issues should be put in writing to ensure a clear description of the matter.

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

- Questions regarding curriculum, student progress, homework, or concerns regarding classroom behavior should be directed to the classroom teacher. You may contact the teacher either by voicemail or email.
- Questions regarding scheduling, discipline, bus issues, or concerns that are unresolved after speaking to a classroom teacher, guidance counselor, or academic advisor, should be directed to one of the administrators.
- Questions regarding special education should be directed to the Special Education Team Chairperson.

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

When there is a concern about athletics, a conversation with the coach is the first step, the athletic director the second step, and, when necessary, the third step is to contact the Assistant Principal. Under no circumstances will playing time be a reason for requesting a meeting with a coach, Athletic Director, or administrator.

Student Information System

The SchoolBrains Community Portal is integrated into the District's SchoolBrains student information system. SchoolBrains is specially designed to provide an additional means of communication and sharing of information between parents/guardians, teachers, students, and administrators.

SchoolBrains Community Portal enables parents/guardians to view their child's attendance, schedule, and report card grades. Biographical information, such as telephone numbers, email and mailing addresses can be viewed and updates can be submitted online for approval.

Student Records

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

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

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

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

Authorized School Personnel:

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

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who

are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

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

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

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

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

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

Amendment of the Student Record Parents and eligible students have the right to

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

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

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

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

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

Destruction of Records While a student is enrolled in a school, the principal or a designee may periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided. The District shall also destroy all documents contained in the student's temporary record within seven (7)

years of the student's graduation, transfer or withdrawal from the school district. Prior to the destruction of temporary records, the parents and eligible students shall be notified in writing and provided with an opportunity to obtain a copy of any records to be destroyed. A copy of such notice shall be placed in the temporary record.

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

Complaints A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, 800-872-5327; or with the Massachusetts Department of Elementary and Secondary Education, 135 Santilli Highway, Everett, MA, 781- 338-3000.

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

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

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

C. *Inspect*, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;

and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Section 6: Academic Standards and Requirements

Academic Honesty

Academic Honesty is the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person, artificial intelligence program (AI) or using any source of information not appropriately authorized, cited, or attributed.

Cheating and Plagiarism Cheating and plagiarism are totally unacceptable behaviors. For a first offense, the parents and student may be required to meet with the Assistant Principal and the teacher to discuss the incident. The student will earn no credit for the assignment, will be required to serve 4 detention hours, and will be placed on social probation for a period of up to 2 weeks. A second offense will warrant a suspension. Teachers may create policies in their classrooms with additional consequences. These policies must be in writing and distributed to students.

Cheating includes, but is not limited to cheat sheets, attempting to secure answers on a test or quiz from another source other than direct personal knowledge, submitting another student's work/report/term paper as one's own, allowing one's work to be used by another student, and use of any portion of someone else's material or from an alternate source (which includes copying material from any digital source including a student's computer) without proper footnoting or credits and/or using any digital device, including a calculator, without expressed permission.

Plagiarism is the use of someone else's ideas or words, even with a few changes, without giving proper credit to the creator. This includes ideas or words from any media source such as print, all electronic sources including, but not limited to, the internet, video, film, CD/DVD, music or any form of artificial intelligence (such as ChatGPT). To plagiarize is to steal.

Plagiarism includes, but is not limited to:

- Directly quoting all or part of another person's written or spoken words without quotation marks
- Paraphrasing all or part of another person's written or spoken words without notes or documentation
- Presenting an idea, theory, or formula originated by someone else as original work of the person submitting that work
- Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person

- Purchasing (or receiving in any other manner) a term paper, or other assignment that is the work of another person and submitting all or part of it as your own work.

Homework Expectations

It is assumed that all homework assigned by the teacher will have educational value within the curriculum and that the goal of assigning 2.5 hours of homework per course per week. At the high school level, students are expected to manage their time to accommodate studying as well as long term and short-term assignments. If homework exceeds maximum totals on a consistent basis, students should meet with their teacher during extra help hours to discuss. The recommendation also includes that no homework be assigned over vacation (i.e, Homework will be assigned a sufficient amount of time before vacation or due a sufficient amount of time after vacation to allow time for completion while school is in session.) Parents/guardians should ensure that students have a distraction free environment to complete their homework.

Grade Reporting

In order to be successful, students must attend all classes and all assignments must be completed. At the end of each of the four terms, letter grades (A, B, C, D, F, and INC.) will be given.

Marking System

A+	97-100	C+	77-79	P	Pass
A	93-96	C	73-76	M	Medical Excused
A-	90-92	C-	79-72	INC	Pass/Medical/Fail
B+	87-89	D+	67-69	WP	Withdraw Pass
B	83-86	D	63-66	WF	Withdraw Fail
B-	80-82	D-	60-62	WM	Withdraw Medical
		F	Below 60		

All students, grades 9-12, must take a minimum of 8 credits per year. Progress Reports, Report Cards, teacher communication, and SchoolBrains provide parents/guardians with many opportunities to gauge a student's progress. Please contact teachers or guidance counselors to discuss the academic progress of a student.

Students will not be allowed to take a failed course and the next subsequent course at the same time (i.e. English 9 and English 10). Only students who fail courses or have administrative approval are eligible to attend summer school. We strongly recommend that they do so. If that is the case, they must make arrangements with their counselor and the administration prior to registration for summer school. No credit will be given

for summer school courses taken without prior approval of the administration.

Students who have developed an interest in an area of study beyond the classroom instruction may, with the administration's approval, develop an Independent Study Program. Please note that this must take place in addition to a normal course load and may not be used to make up a missing credit in a course. Independent Study request forms are located in the guidance department.

Senior Privilege Any senior who has met or is scheduled to meet all graduation requirements and is in good standing, may be eligible to have a reduced course load. A guidance counselor and the administration will determine eligibility of each student.

During Semester II, if eligible, a senior may have a free block or blocks scheduled, provided the student has earned 28 credits and all graduation requirements are met or scheduled.

This privilege can be revoked at any time if the student fails to be in good standing or is in jeopardy of failing a class.

For specific graduation requirements, please refer to the Program of Studies.

Class Rank Class rank will be based on the following weighted grading system. CP I + CP II = 0-100 Honors = 0-105 AP = 0-110

Academic Progress Reports At the mid-point of each term, course gradebooks will be updated to show progress to date and will be available in the SchoolBrains Community Portal. Teachers may, at their discretion, issue warnings more frequently as they deem necessary.

Incompletes Students who fail to complete all assigned work due to excused absence may be given an "Incomplete-Pass" (INC/pass), "Incomplete-Medical" (INC/MED) or "Incomplete- Failure" (INC/Fail) for a grade. Students who receive an "Incomplete –Failure" may be placed on Academic Probation until the work is completed and a passing grade is submitted.

The student must make up incomplete work during the first two weeks of the next term. Any incomplete work not made up during this two-week period, automatically becomes a failure and averaged into the reported grade. Teachers may, with the approval of the administration, make special extensions of these limits and continue the incomplete until such time as the work is made up.

Make-up Work If a student misses a class or an entire school day for any excused or unexcused absence or as the result of suspension, they are allowed to make up any work assigned during the absence. All class work and assignments that are incomplete must

be made-up within one (1) day of returning to school. If the absence exceeds one (1) day, the number of school days missed, indicates the number of school days a student has to make up missed assignments. *For example*, if a student misses three (3) school days, the student will have three days to make up the missed assignments. The only exception will be in extreme cases of prolonged absence. In this case, the teacher will determine the number of days allotted for making up missed assignments.

Schoolwork assigned prior to the absence must be turned in upon the student's return to receive full credit. A day's absence does not excuse a student from a previously scheduled assessment, project, homework or other work. Work assigned previously and is expected to be turned in electronically, should be sent to the teacher, on time, whenever possible. It is expected that any assessment assigned previous to a student's absence, will be taken the day of the student's return. A teacher may use discretion under extenuating circumstances provided the student is able to communicate with the teacher. When a student is absent from school for any reason they are strongly encouraged to contact individual teachers regarding assignments. The student, not the teacher, is responsible for making sure that the student makes up all work missed including tests and quizzes. All tests and quizzes must be made-up after school. These arrangements must be made with the teacher.

A grade recorded as incomplete at the end of the term due to missed assignments may become a failing grade if the matter is not reconciled within two (2) weeks after the quarter ends.

Scheduling

Add/Drop Period If a student wants to ADD or DROP a course without penalty, it can only be done within the first (7) seven school days of the semester.

Course Changes If a student wishes to change course levels during a semester the following guidelines will apply:

If a course level change is deemed appropriate within the first 10 class days and with approval from parents, counselors, teachers and administrators, the student may transfer without penalty. All assessments from the original class will be voided and the student will start with no grade in the new course. Students may be asked to complete work missed in the first two weeks of class.

If a course level change is deemed appropriate after 10 class days and before progress reports and with approval from parents, counselors, administration and teachers, the student may change levels. In this situation, all grades from the previous course will follow the student and the grades will be averaged at a ratio consistent with the

percentage of time spent in each course.

If a course level change is deemed appropriate following progress reports and with approval from parents, counselors, administration and teachers, a W will appear on the transcript with the students' grade at the time of withdrawal or a grade of 50, whichever is higher. This withdrawal grade will be included in the calculation of cumulative averages. If a student transfers from an honors course to a CP level course and if the student has reached the midpoint in the semester, an additional 1.25 percentage points will be added to the quarter grade to account for the additional credit provided for an honors course. No grades will transfer to the new course.

Course level changes after the first ten classes will only be considered in cases if it is agreed upon that the student has provided a genuine effort, completed all work and sought extra help when available. No course level changes will be granted for reasons including but not exclusive to disliking a course, selecting or deselecting a teacher, underestimating expectations or wanting to be in another class for any personal reasons. Exceptions to these standards will be granted only by administrators if they deem that extenuating circumstances and the student's best interest supersede these parameters.

Students and parents must also be aware that even if a schedule change is deemed appropriate and desired, scheduling logistics may prohibit changes. Once the school year has begun, scheduling conflicts, class enrollments and many other factors may make schedule changes unavailable. We cannot stress enough the importance of carefully considering teacher recommendations and engaging in conversations involving parents, students and guidance counselors prior to filling out a schedule.

Withdrawing From a Course All courses that are dropped prior to the end of the Add/Drop period will not be represented on a final transcript.

Courses that are dropped after Add/Drop and before progress reports will result in a W being represented on their transcript. No grades will be reflected in a student's cumulative average.

Honor Roll

Report cards are issued four times a year, in November, January, April, and June. All courses receive a letter grade. The Honor Roll program exists to recognize academic achievement. All courses count toward the Honor Roll. Honor Roll eligibility is as follows:

- High Honors: All A's
- Honors: All A's and B's

Dual Enrollment

Dual enrollment allows students to take college level courses while enrolled as a junior or senior in high school. Students may elect to take courses at community colleges or four year institutions at their own expense.

Dual enrollment is an option open to all GDRHS students in grade 12. Students may apply for dual enrollment if they have an overall average of 85% and have met all GDRHS graduation requirements or at the discretion of the administration. All courses required for graduation must be taken at GDRHS, however, students are encouraged to take academic and enrichment courses not offered in the district. Students interested in applying for Dual Enrollment should see their guidance counselor.

Academic Probation

Upon issue of a Report Card, a student failing one (1) or more subjects may be placed on Academic Probation (i.e., ineligible to participate in ALL school sponsored activities). For Semester courses, the Term Grade in each subject determines Academic Probation, not the Final grade. For Term courses, the Final Grade will determine Academic Probation. Academic Probation will extend until the next Report Card or Progress Report is issued. A Student must be passing all subjects to come off of Academic Probation (based on Term Grade in each subject, *not* Final Grade). Violation of Academic Probation may result in further disciplinary action including suspension.

Academic probation prohibits student participation or attendance in any school function or co-curricular activity (games, performances, contests, dances, awards banquet, etc.). Students on academic probation must leave school grounds at the end of the regular school day unless he or she is receiving tutorial assistance or serving a detention. Students may be granted permission to attend practices, rehearsals, or meetings with prior approval of the administration but may not be allowed to *attend* games, performances, contests, dances, awards banquets, etc. However, they may be able to attend Prom with approval by the administration.

Students will retain parking privileges unless the student is on Academic Probation for two consecutive marking periods/progress reports. Term 4 failures may result in Academic Probation through Progress reports of Term 1 of the following school year unless summer school is completed with passing grades.

Seniors on Academic Probation will be able to walk at graduation and attend Class Awards ceremony provided all requirements are met and granted approval by the administration.

If a student is on academic probation, that student is not eligible to attend any field trips. An appeal to the administration may be made by the teacher organizing the field trip.

Field Trips If a student has excessive unexcused absences or tardies, that student may not be eligible to attend any field trips. An appeal to the administration may be made by the teacher organizing the field trip.

Section 7: Extracurricular Activities

Student Activities

The purpose of the educational program at GDRHS is to provide each student with the opportunity to develop to the full extent of his or her capabilities. All students are encouraged to take advantage of these opportunities to develop academic, athletic and social skills to complement those learned in the classroom. GDRHS 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 student activities program is designed to provide social skills and leadership development for students. Though they provide many learning experiences to the student, outside activities are still only supplemental to a student's education. A student's classes are the first concern and students will not be allowed to leave or miss class for outside activities without permission of their teacher.

National Honor Society

The National Association of Secondary School Principals sponsors the National Honor Society. Its purpose is fourfold: to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership in the National Honor Society is both an honor and a privilege that carries responsibility.

Students are selected on the four criteria of: Scholarship, Leadership, Character, & Service

Eligibility to apply for NHS is open to students in the eleventh and twelfth grades. Students must have a cumulative GPA of ninety (90) to be considered for membership. The NHS Faculty Council (NHSFC) elects new members based on the four criteria.

Students may be placed on probation or dismissed according to the guidelines as stated in the Code of Ethics. The NHSFC will meet to discuss and take action on individual cases. Copies of the student eligibility packet, guidelines for selection, the Code of Ethics and the Chapter's Constitution are available for viewing in the school library. Please note: Eligibility requirements and all documents are available in the library upon request or from the NHS advisor.

Extracurricular Activities

We encourage student involvement in school organizations and clubs. Students wishing to start a new club need to secure a faculty advisor and obtain a charter from an administrator.

The Activities Fair held in the fall gives students time to ask questions and an opportunity to sign-up for our clubs. More information may be found on the HS website. There may be a \$100 fee to participate in any activity.

1:50-2:30 is reserved for club/advisor meetings. Because so many of our students participate in clubs and athletics, this allows for them to engage in multiple co-curricular activities. Practices and rehearsals may not begin prior to 2:30. Student-Athletes, Performing arts students and any other activity that requires ongoing practices and commitments, will be given a reasonable amount of time by their coach, director, or conductor, to get ready for practice beyond 2:30.

However, if a meeting extends beyond 2:30, it is incumbent upon the advisor to release students at 2:30, or work with the coaches, directors, conductors and students, to see if a compromise can be reached.

Extracurricular Activity Eligibility

Students must report to school no later than 8:30 AM and remain in school until 1:50 PM to be eligible to participate or practice on the day of an event. If a student is dismissed, the student will only be allowed back in school provided they bring in a note justifying an excused absences (see examples in Section 3). An absence on a Friday or a tardy after 8:30 AM on Friday will exclude the student from any weekend activities. An administrator will review extraordinary circumstances such as medical appointments (a note from the doctor will be required) and family emergencies. Students who have been suspended for infractions including, but not limited to, violations of the drug and alcohol policy, harassment policy, bullying policy, or who commit a violent offense may be excluded from any school sponsored extracurricular activities including dances, trips, athletic competitions, etc. Student's may, at the discretion of the principal, also be excluded from extracurricular activities and school sponsored events for offenses not resulting in suspension.

Dances/Concerts Dances are for Groton-Dunstable students; therefore they are not open to the general public. However, students from other schools may attend if they have made prior arrangements with the administration. Students wishing to bring a guest to a school- sponsored dance should pick up a guest form in the main

office and submit it to the administrator no less than 1 school day prior to the function.

Dances are school-sponsored activities and all school rules will be in effect. Students who arrive at the dance under the influence or who may be imbibing on the premises will be subject to all penalties under the school Alcohol/Drug Abuse Policy. Students who abuse the policy, will have their parent/guardian notified and be asked to leave the dance.

Students who are disorderly must leave the dance without a refund and may be denied the privilege of attending future dances. Parents will be contacted. Suspended students and those on either Social or Academic Probation will not be allowed to attend dances held during their probation or suspension. Students who arrive after 8:30AM or are absent on the day of the dance are also not allowed to attend dances.

- Students will not be allowed entrance to the dance 30 min after the dance has begun (except with prior permission from the administration).
- Students must remain at school dances until 30 min before its conclusion (unless prior approval is given from the administration).
- Students who have left the dance may not return, as there is no re-admittance. Students leaving the building/dance venue without permission may be suspended.

To sign-up guests:

- The GD student must register guests no later than the day before the dance.
- Approval of guests is the sole prerogative of the administration.
- Administration reserves the right to meet the guest, prior to the dance/event.
- Students may invite one (1) guest, at the appropriate grade level, to the dance.
- Guests must be at least 9th grade and 19 years of age or younger, unless prior approval has been received by the Principal.
- The student is responsible for his/her guest's conduct.

Behavior at any school function must be consistent with the standards of decency, maturity, and respect that we expect from all members of our school community. Attendance at a Groton-Dunstable dance or activity is a privilege, not a right. All bags and jackets brought into a dance are subject to being searched. The sponsoring organization of a dance/concert must receive approval from the administration; complete a building facility use form, confirm chaperones and arrange for police coverage for the event.

Section 8: Technology and Digital Learning

Empowered Digital Use

Agreement Requirement

All students, faculty, and minors (under 18 years old), as well as their parents or legal guardians, must acknowledge the Empowered Digital Use form before gaining independent access to district technology resources. The required form outlines guidelines for using digital resources and district networks responsibly and appropriately. This document shall be kept on file as a legally binding agreement. To modify or rescind the agreement, the student's parent or guardian (or the student, if at least 18 years old) must submit a written request to the Director of Technology.

Consequences for Non-Compliance

Failure to acknowledge the required Empowered Digital Use form or violating district technology policies may result in restricted or revoked access to district technology resources, including equipment, software, and network access. Individuals who violate these policies shall be subject to disciplinary action.

Financial Responsibility

Individuals are responsible for the repair or replacement costs of district property that is lost, stolen, damaged, or vandalized while it is assigned to them or under their supervision.

Internet Usage Disclaimer

While the district employs filtering and monitoring tools to prevent access to inappropriate content, it cannot control all information available. Users should exercise caution and follow district guidelines when accessing digital resources.

Disciplinary Actions

Violations of the district's technology policies may result in:

- Loss of technology privileges
- Detention or suspension (for students)
- Financial responsibility for damages or replacement costs
- Additional disciplinary action as deemed appropriate

Policy Compliance

For further details, please review the following School Committee Policies: Empowered Digital Use (Appendix B) and Access to Digital Resources (Appendix C).

1:1 Chromebook Procedures

Starting in the 2025-2026 school year, GDRHS students will participate in a 1:1 Chromebook program. The students will receive a Chromebook for the duration of their time at GDRHS. Students will not be allowed to use a personal laptop. The use of Chromebooks, the GDRSD network, and access to the Internet is a privilege and must be respected and used appropriately. The following are the procedures and expectations for the 1:1 Chromebook program:

- Students will bring their fully charged Chromebooks to and from school each day.
- Students will be expected to care for the Chromebook (see below “Responsibility and Care” for specifics) and will be responsible for any damage to their Chromebook.
- When the students graduate/leave GDRHS, they will be expected to return their Chromebooks to the school.

Responsibility and Care

Students are responsible for the general care of their school-assigned Chromebooks. Defacing, drawing, or placing stickers on Chromebooks is not permitted. Teachers must report broken Chromebooks to the GDRSD Help Desk (helpdesk@gdrsd.org). If Chromebook damages are deemed excessive and deliberate, a SchoolBrains referral will be created for the building administration to pursue.

General Chromebook Precautions

- Keep food and drink away from Chromebooks.
- Do not lift Chromebooks by the screen, and avoid putting pressure on a closed screen.
- Avoid carrying Chromebooks with the screen open.
- Take care when plugging and unplugging charging cables.
- Heavy objects, rough treatment, cleaning solvents, and liquids can damage the screen.
- Before closing the lid, ensure that nothing is on the keyboard (e.g., pens, pencils, erasers, papers, or hands).

Chromebook Inventory

- Chromebooks are the property of GDRSD. They include information that identifies the assigned student.
- Any loss or damage must be reported immediately, with assistance from a GDRSD staff member, to the GDRSD Help Desk at helpdesk@gdrsd.org.
- Families are responsible for repairs or replacement costs if the Chromebook is damaged due to tampering or deliberate misuse.
- The district records all devices, including each student's Chromebook serial number, name, and ID number.

Student Chromebook Expectations

- Wired headphones may be used at the teacher's discretion, and students are encouraged to have their own set for sanitary reasons. Wireless airbuds are not allowed during school hours.
- Students are not allowed to print from their Chromebooks while at school. Instead, they are encouraged to digitally publish and share their work (e.g., through Google Classroom or student digital portfolios).

Logging into a Chromebook

- Students will use their district-issued Google Workspace for Education account (@gdrsd.us).
- Account passwords should be kept private from others, including faculty and staff (except the Department of Technology & Digital Learning).
- Only district-issued Google Workspace for Education accounts can be used to log into the Chromebook.

Managing and Saving Digital Work

- All student work will be stored in cloud-based applications, such as Google Docs, which automatically saves to the Cloud.
- Files saved locally to the Chromebook hard drive are not guaranteed to be protected. Essential files should be saved to Google Drive.
- The district is not responsible for the loss of student work.

Content Filter

- GDRSD maintains a safe learning environment by utilizing an Internet content filter that complies with the Children's Internet Protection Act (CIPA).

- The district monitors all internet traffic to prevent access to harmful content and educates on appropriate online behavior.

Statement of Monitoring

- The district reserves the right to monitor student activity on all district-issued 1:1 devices and accounts (@gdrsd.us), including Chromebooks, at any time, whether during or outside school hours.
- Monitoring may include, but is not limited to, the websites visited, applications used, files accessed, and communications sent or received while using a district-issued device or a district-issued account on any device.
- This monitoring ensures student safety, prevents cyberbullying, and maintains a secure and productive learning environment.
- Data collected through monitoring will be used to address violations of district policy and identify students who may be at risk of academic difficulties. Access to this data is limited to authorized personnel, and all data will be handled in accordance with applicable privacy laws.

Parent/Student Rights and Responsibilities

Parents are encouraged to actively supervise their child's online activities and use tools like the Qustodio app, which offers additional parental controls and insights.

Students are responsible for using technology in an ethical and accountable manner. They should be aware that they do not expect privacy when using district-owned devices or accounts.

Student Expectations for Chromebook Damages

- Parents are responsible for the cost of damaged or lost Chromebooks, just as they are for textbooks.
- Typical repair costs range from \$75 to \$100, while replacement costs due to loss or extreme damage are \$275.

Electronic Devices / Cell Phones Procedures

Cell phones are a normal means for parents/guardians to coordinate after-school activities, schedules, and transportation issues. Understanding the need to continue to provide urgent communication between students and families, if a student needs to contact a guardian or parent, they may go to the guidance, main, or nurse's offices during lunch or WIN. A parent/guardian can always contact the main office in the event of an emergency.

However, in school, cell phones are a distraction, they take away from the educational process by decreasing classroom engagement, hindering student communication, negatively impacting school culture, and limiting student success. Use of the cell phone in unauthorized ways include inappropriate picture taking or video creating, harassing and bullying behavior, and coordinating meet-ups for social or illegal purposes including vaping, vandalism and graffiti. Recognizing this reality, the following “Off and Away” procedures will apply to cell phones within the school:

- Cell phone, smartwatch, and wireless headphone use is prohibited during the school day. These devices may be used before 7:27am and after 1:50 pm in the common areas only. If a student needs to place an emergency phone call during the day, they must visit the main office and request permission to make the call.
- “Off and Away” means devices are turned off and not on the student (i.e in a backpack, phone garage/basket, teacher desk etc.)
- Students should use wired headphones for any PED in which sound is necessary.
- Students are reminded that it is a violation of Massachusetts law to take a video or audio recording or a picture of another person without permission. These may result in criminal prosecution.
- Personal electronic devices (PED), including but not limited to tablets/ipads, digital recorders, calculators, digital cameras/video cameras or laptops, are not to be used during class unless the teacher specifically authorizes their usage for a class-related purpose.

Students are reminded that connecting any devices outside of the public network is a direct violation of the Acceptable Use Policy. Students must exercise respect for their teachers and peers by not taking out their cell phone during class and causing a disruption to the learning environment.

- First offense: The PED will be collected by an administrator and/or teacher and the student is responsible for retrieving it from that administrator/teacher at the end of the school day. Failure to surrender the device will result in an immediate referral to an administrator and a parent or guardian will be required to retrieve the phone.
- Second offense: The PED will be collected by an administrator and/or teacher and sent to the office for the remainder of the school day. The student may receive up to 2 detentions. The device must be picked up by a parent or guardian following the end of the school day.
- Third offense: The PED will be collected by an administrator and/or teacher and sent to the office for the remainder of the school day. The student may receive a one-day in-school suspension. The device must be picked up by a parent or guardian following the end of the school day.

Section 9: School Breakfast/Lunch Program, Free and Reduced Fee Eligibility

For the 2025- 2026 school year, all students are eligible to receive free breakfast and lunch as funded by the budget approved by the Commonwealth of Massachusetts.

Free and Reduced Fee Eligibility

Grant funding from federal and state sources are often based on the number of students who would qualify for free and reduced lunch. Families who qualify may also be eligible for free or reduced fees for students. Therefore, it is still necessary for families who may be eligible to fill out the appropriate paperwork (Free & Reduced School Meals Application) at the beginning of the school year, or when you meet eligibility criteria during the school year. We need a new application to be filled out every school year. If your household has qualified in the past or you think you may qualify this school year, please send completed applications to the office of Director of Business and Finance, 344 Main St., Groton, MA 01450, or send to skersey@gdrsd.org.

Food Allergies/Food Service

The Groton- Dunstable Food Service Department encourages open communication with parents and students regarding school nutrition. Families are invited to call the food service director or kitchen manager with any questions or concerns. We encourage parents and students with any food allergies or food-related medical concerns to schedule a time with our kitchen managers to read current food labels and recipes. Cafeteria services are available to all students.

Meal Charges

The Groton-Dunstable Regional School District (“GDRSD”) recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn.

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

balance at the close of a fiscal year. Unpaid charges place a financial strain on the Food Service department and on the district's operating budget.

To establish a consistent district policy regarding charges and collection of charges, and to encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student: on a weekly basis, the Food Service Director will generate a charge balance report from the POS system. The Director will send an email to all parents/guardians requesting immediate payment.

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

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

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

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

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

Collection Process

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

Balances Owed with No Response by Parent/Guardian If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until the deficit balance is paid in full:

- Prohibit participation of the student in the program.
- Prohibit participation of student or students in the student's household from participating in any future fee-based program, extra-curricular activity, or non-curricular school activity; or until or unless outstanding balances are resolved.
- Seniors must pay all charges before receiving their cap and gown.
- Prohibit student in senior activities or graduation exercises.
- Referral to small claims court and/or District Attorney's Office. A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items. The Director of Business & Finance may instruct the Food Service Director to place a block on a student's account due to non- payment of district fees or other collection issues. LEGAL REF: M.G.L. 44: 53E 1/2 CROSS REF: EFC, JQ

Section 10: Student Support Services

School Counseling Services

Guidance services are an integral part of the educational program at Groton-Dunstable Regional High School. Counselors' assist each student with their personal, social, emotional and academic needs so that they may benefit fully from their high school experience.

The Guidance department identifies a student's needs and helps him/her meet these needs in the educational, vocational and personal social domains. The overall purpose of Guidance is to encourage each student to participate in his/her own development toward becoming a self-directed person in a changing society, having full respect for the work and dignity of self and others and becoming the person he/she desires to become. The Guidance services provide three basic functions: counseling, guidance, and consulting. Full guidance and counseling services are provided for all students.

Groton-Dunstable Regional School District provides counseling and guidance services in a nondiscriminatory manner.

To ensure that counseling and counseling materials are free from bias and stereotypes on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability and homelessness, all counselors:

- Encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities and skills;
- Examine testing materials for bias and counteract any found bias when administering tests and interpreting these results;
- Communicate effectively with limited-English-proficient and disabled students and facilitate their access to all programs and services offered by the District;
- Provide limited-English-proficient students with the opportunity to receive guidance and counseling in a language they understand;
- Support student in educational and occupational pursuits that are nontraditional for their gender;
- Analyze course enrollment data to identify disproportionate enrollment of minority, women, and students with disabilities.

If bias or stereotypes are identified in counseling materials, the district will take corrective action by modifying the material, discarding the material or returning the material to the publisher.

Health Services

The High School has a full-time registered nurse available for consulting, assessing ill and injured students, administering medicines or treatment, and providing screenings. Health care plans will be written for those students requiring special care.

Students who are ill or injured should be seen by the nurse to determine if treatment and/or dismissal are necessary. Communicable diseases are treated using the guidelines from the Mass. Department of Public Health Protocols. A parent, or their designee, will be notified if the student needs dismissal due to illness/injury.

If out of school, because of an illness or injury, for more than three (3) consecutive days, the parent or guardian of the absent student should call the nurse. At that time, special arrangements can be made for care if needed.

Required immunizations for entry into high school:

- 4 DPT or
- Dtap 3 Polio 2
- MMR
- 3Hep B 2 Varicella [chicken pox] or history
- of disease Td booster within 10 years] or
- Tdap

Health Records The nurse maintains a health record for every student. Under Massachusetts regulations, such health records are part of the student's temporary student record and will not be released to persons other than the school nurse or authorized school personnel without the written consent of the student's parent(s) or an eligible student except when required under applicable regulations.

A copy of the student's immunizations and/or their physical exam can be obtained from the nurse with a 24-hour notice. If needed for summer camp, request for copies must be made no later than the last week of school. You will not be able to get a copy during vacations. Transferring students will receive a copy of their immunizations if requested. The nurse or her designee will forward the health record to the new school.

Emergency Information Cards To ensure up-to-date and accurate information, it is imperative for parents to complete a new Student Health Information Form annually. This form should be returned to the school nurse by the end of the second week of school.

Medication Policy Students are not allowed to carry any medication, whether

prescription or over-the-counter. If medication is required during the school day, the following needs to happen:

- A form from the nurse must be completed and signed by the parent and the prescribing physician.
- The parent needs to deliver the medication (in its properly labeled original container) and completed form to the nurse.
- Medicine cannot be transported on the bus or be in possession of the student.

The only exception to this policy is an inhaler or epi-pen, but prior arrangements, including appropriate paperwork, need to be made with the nurse. Students with a life-threatening allergy will have an emergency care plan written and implemented by the nurse. Students who carry epi-pens must carry them for all field trips or after school activities. Failure to have the epi-pen will result in the student being excluded from that activity.

Students found in possession of medications in violation of this policy shall be subject to disciplinary sanctions in accordance with the Drug and Alcohol Policy.

State Mandated Health Screenings Scoliosis screening is done for all ninth graders. The nurse performs the initial screening.. A letter will be mailed home if the student needs to see a physician. Hearing and vision screening is done for all tenth graders. A letter will be sent home if further medical attention is recommended. All tenth graders will have their height and weight recorded in their health record. A BMI [body mass index] will be done and a referral letter will be sent home.

Physical Exams All students must have a physical exam on file with the nurse. The physical is valid for one year after the date taken. To participate in any sports program with school association, the athlete must pass a physical exam.

Parent Notification According to the M.G.L. Ch. 71, §32A, the Commissioner of Education has sent notification to all school districts that they must notify all parents/guardians about any curriculum that primarily involves human sexuality issues and permit parents to exempt their children from any portion of that curriculum without penalty. Parents of Groton-Dunstable students will receive such notification prior to the teaching of topics on human sexuality,

Students with Disabilities, Special Education

Some students with disabilities require specialized instruction and/or related services to enable the student to make effective progress in school. These services can include, but

are not limited to, speech therapy, physical therapy, occupational therapy, and specialized instruction.

Parents/guardians or school personnel may refer a student for an evaluation to determine eligibility for Special Education, if they suspect the student has a disability that is affecting their progress in school and the student may need specialized instruction or related services. Requests should be forwarded to the Student Services Office. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student's eligibility for special education services will be forwarded to the parent(s)/guardian(s). Upon receipt of consent or the consent of a student who has reached eighteen (18) years of age, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services pursuant to the Individuals with Disabilities Education Act and/or M.G.L. c. 71B. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the services determined necessary by the Team to provide the student with a free appropriate public education.

Individuals with Disabilities, Section 504

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

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

Individuals who have complaints regarding the district's compliance with Section 504 may file a complaint with the U.S. Department of Education's, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02118. For complaints or concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians may file a Request for Hearing with the Massachusetts Bureau of Special Education Appeals at 14 Summer Street, 4th Floor, Malden, MA 0218 or may access the Department of Elementary and Secondary Education's Problem Resolution System, 135 Santilli Highway, Everett, MA 02149.

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

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The District 504 Coordinator is Jill Greene, Director of Student Services.

The Building 504 Coordinators are Vanessa Black and Meghan Maloney-Perez.

Individuals who have complaints regarding the district's compliance with Section 504 may file a complaint with the U.S. Department of Education's Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02118. For complaints or concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians may file a Request for Hearing with the Massachusetts Bureau of Special Education Appeals at 14 Summer Street, 4th Floor, Malden, MA 02148 or may access the

English Learners

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

Homeless Students

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

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
- Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues his or her education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- 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 and the Free and Reduced Lunch Program. The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes— Children and youths who are:
 - sharing the housing of other persons due to loss of housing, economic
 - hardship, or a similar reason (sometimes referred to as “doubled-up”); - living in motels, hotels, trailer parks, or camping grounds due to lack of
 - alternative adequate accommodations; - living in emergency or transitional shelters; or - abandoned in hospitals;
 - Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
 - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homeless because they are living in circumstances described above.

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

The Homeless Liaison for the Groton Dunstable Regional School District is Jill Greene, Director of Student Services, jgreene@gdrsd.org.

Pregnant/Parenting Students

Pregnant and parenting students have a right to equal educational opportunities and their rights are fully protected by a federal law known as Title IX. The Groton-Dunstable Regional School District encourages any students who may be pregnant or who are parenting a child to inform their school counselor, the school nurse, or another appropriate school official, who will assist them and who will help ensure that they have full access to the same academic and extracurricular programs available to all students.

Should a physician deem it inadvisable for a pregnant student to attend school for an extended period of time, all services granted to homebound students under School Committee policies shall be made available.

Mandatory Reporting

All professional staff are informed annually of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, § 51A-51F and M.G.L. Chapter 71, § 37L.

Section 11: Safety and Security

Surveillance Cameras and Building Security

The school committee has approved the use of video cameras at the high school to support security initiatives and ensure the safety of all students, staff and the community. Non-audio recording security cameras are located in public areas such as hallways, stairwells, parking lots, front offices where employees and parents come and go, gymnasiums, front and back commons, and other appropriate locations. Video cameras are not in areas where there is a “reasonable expectation of privacy,” such as bathrooms, gym locker/changing areas and private offices/classrooms. Signs informing students, staff and the public of the surveillance system are displayed in several prominent locations.

Buzzer System After the start of school, all doors to Groton-Dunstable Regional High School are locked. All students, parents, teachers and visitors must be buzzed into the building through the front doors. In case of fire or other emergency, all building doors can be opened from the inside.

Visitors and Volunteers All visitors, including parents, must report to and register in the Main Office. All visitors will receive a visitor’s badge prior to going elsewhere in the building.

Students who wish to bring visitors to school must adhere to the following guidelines:

1. Pick up a visitor form in the guidance department.
2. Complete the form.
3. Clearly state the reason(s) for having a guest.
4. Submit to an administrator for approval at least one day prior to visitation date.
5. Visitor requests may be denied for students wishing to bring a guest to school for non-academic reasons.

Buses For students riding a bus, the buses include cameras that record video and audio.

Transportation Policy

Student Conduct on Buses The Groton-Dunstable Regional School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee

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

All school rules shall be in effect on school buses and at school bus stops. Students will be subject to disciplinary sanctions for violations of school rules on school buses and at school bus stops in addition to the loss of transportation privileges.

Drug Free School Community

Tobacco/Nicotine based products Students are not allowed to smoke/vape on school grounds at any time. The Massachusetts Clean Indoor Air Law effective April 13, 1988, “prohibits smoking in public and private schools”. Smoking/vaping or the use of smokeless tobacco is not allowed in any part of this building, grounds, or school buses including before school, during school, or after school. Any person smoking or in possession of cigarettes, vaporizers, lighters, or rolling papers, including use of any form of smokeless tobacco or E cigarettes, nicotine gum or vapor, regardless of the level of nicotine in the building, anywhere on school grounds, or at any school related activity will be subject to disciplinary consequences.

For the purpose of this regulation, the act of smoking includes, but is not limited to, holding a lighted or unlighted cigarette/vape in one’s hand or mouth, serving as a “lookout” and/or being in the close proximity of any student violating the above regulations.

No cigarettes/vaporizers or lighters are allowed on school grounds. If brought on school grounds they will be confiscated. Violation of chemical health policies by athletes will result in penalties as mandated by the MIAA and coaches of their respective teams.

Both the school district and Groton-Dunstable Regional High School have a responsibility to protect the individual rights of each student as well as the rights of all students. Both responsibilities imply protection against influences detrimental to health and safety.

Drugs Drugs including, but not limited to over the counter medication, prescription drugs (other than prescription drugs registered with and in the possession of the nurse), illegal drugs, controlled substances as defined under M.G.L. c. 94C, , THC, and/or alcohol have no place in our school. The use of drugs and alcohol is not only illegal, even for students over eighteen, but also incompatible with the sense of community and

decision-making skills we want students to attain.

NOTE: Student athletes are subject to all MIAA regulations. Violations of the MIAA drug and alcohol policy impact player eligibility regardless of whether the offense took place in school or in the community. The school administration reserves the right to remove a student from any team in response to a violation of the Groton Dunstable Regional School District's drug and alcohol policies.

Lockdown and Fire Drills

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

Lockers

Lockers are the property of the school district and students do not have a reasonable expectation of privacy in the contents of their lockers. Authorized school personnel may open student lockers for inspection. Students are reminded to keep lockers free of all food and drink products that may perish over an extended period of time. Students will clean lockers at the end of each school year and at this time all locks should be removed for the summer. Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. Report all thefts to the Main Office.

Physical Restraint

The District complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools. 603 CMR 46.00. Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint 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 self or others, and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Safe Operator Expectations

- Students are asked to remain safe and cautious drivers.
- Speed limit on school property is 20 miles per hour.

- The exit from the student parking lot is school property.
- No student vehicles are allowed on the Emergency Access road.
- Passing a school bus with its red lights flashing may result in the student receiving a fine of up to \$200.
- If we have a staggered dismissal, student drivers need to remain in their classroom until 1:50. In addition, students cannot exit the parking lot before all the buses have passed through the lower driveway stop sign. If all students are dismissed at the same time, Once the buses begin to move toward the exit. All cars should remain stopped with the exception of those cars already in the exit lanes. No driver should allow another car to enter the exit line once the buses begin to move.
- Students exiting the parking lot are not allowed to cut into the line in front of moving school buses and drivers are not allowed to permit other cars to cut in line.
- Violation of the Safe Operation Policy may result in loss of parking privileges and/or fines.
- Rules of the road apply to the school parking lot.

Student Parking

Student parking is a privilege that is available only to licensed drivers on a space limited basis. Parking passes are available for the purchase price of \$100.00. Students must have met all financial obligations including user + activity fees and any other outstanding obligations in order to be eligible. All registered drivers will be required to park only in student designated parking areas their assigned space with an assigned sticker/placard. No student is allowed to “loan” their parking place. School administration will periodically patrol the parking lot to ensure safety, proper use of the facility and identify violations.

Automobiles are to be parked only in assigned spaces in the student parking areas. Students are not to park on grassy areas, in the roadway, in the teachers’ parking area or any other non-designated student parking area. The upper parking lot by the athletic fields is reserved for students with parking stickers.

Sophomores may be assigned a spot in the upper lot during the first 3 terms. It may be revoked if Juniors or Seniors need one AND no open spots are available. After Term 3, a lower spot may be assigned if available.

Once a vehicle has arrived on school property, it should be parked in its assigned space and students should immediately leave the parking area. Students should remember to lock their vehicle at all times. No student is to return to the parking area or enter an automobile without permission from the administration or until school has been dismissed for the day. If a student is in violation of this, he or she will receive a minimum of four hours of detention. Repeated offenses may result in suspension. The only two exceptions to this are seniors during their Senior Project block, students participating in dual enrollment, interns reporting to their supervisors or other approved programs. All students are reminded that Massachusetts law prohibits the idling of motor vehicles on school grounds.

Information for Students Students will be given a parking spot on a first come first serve basis. Their assigned spot will be chosen randomly upon registration.

Note: After graduation, parking in the senior spots is open to all students. They are free and unassigned for anyone who doesn't already have a spot.

Parking Registration and Times [Registration Form](#) All students must have their Auto Registration and License to purchase a parking sticker. Please register in the Main Office during WIN, the students' lunch time, and after school: 2:00PM

Parking Passes Parking passes are issued during the year as individual student needs occur and based on availability.

If a student receives their driver's license after the start of Semester Two, they will be required to pay a fee of \$50.00 if they wish to have a parking space. This will only apply if there are parking spaces still available for occupation.

Students should note that if they are going to be using a vehicle other than the one registered with the school, they should notify the main office. If this is a permanent change the new registration must be provided to the office and if their sticker is not transferable, a replacement sticker must be purchased for a \$5.00 fee. If this is a one-time occurrence, please register the vehicle for the day in the main office.

Students are not allowed to transfer parking spaces to other students.

Please be advised that parking at Groton-Dunstable Regional High School is a PRIVILEGE and the fee of \$100.00 does not guarantee a specific space. Therefore, if a student's parking privileges are revoked they may be assigned a new spot based upon availability at the time of their reinstatement.

Parking Violations

- Any vehicle that is improperly parked in the faculty parking lot, parked in a visitor or handicapped spot or is missing a valid parking sticker is subject to towing or booting at the owner's expense. No prior warning is necessary. This also applies to vehicles of students whose parking privileges have been revoked.
- Any vehicle that is parked in another student's spot or anywhere else but their own spot will receive a minimum of 4 detentions and may lose their parking privileges.
- Any student with more than 6 unexcused tardies per term, is subject to having their parking privileges revoked for the remainder of that term. When parking is reinstated it may only be done so if there are still spaces available.
- Any student who uses their vehicle to leave school grounds without permission will have their parking privileges revoked and may be suspended.

Disciplinary actions and parking revocation Students who have or could endanger the safety of others may have their parking privileges revoked permanently. Students found with drugs, alcohol or weapons or anything else that infringes upon the safety of students, particularly in their cars, may have their parking privileges revoked.

Seat Belt Use

- As per state law, seat belts are required to be worn while operating a vehicle.
- Any operator responsible for a violation of the above is subject to 2 weeks loss of parking privileges.
- Repeat infraction will result in notification of the driver's parents and possible permanent revocation of parking eligibility.

Any student who violates the Safe Operation Policy may lose parking privileges. Any student who violates the Safety Belt Use Policy may lose parking privileges. All moving and standing motor vehicle violations could result in a ticket from the Police Department.

Deliveries

In our efforts to keep our campus safe and prevent unknown people from entering it, food or other deliveries to school for students, *during the school day*, is prohibited. This includes Door Dash, Uber Eats and any other food delivery service. If anything is delivered, it will be discarded and possible disciplinary action may be taken.

Section 12: Bullying

The Groton Dunstable Regional School District is committed to enhancing and sustaining a safe and healthy learning environment for all. The Groton Dunstable Regional School District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, and/or retaliation, in our school buildings, on school grounds, or in school-related activities. The District will promptly investigate all reports and complaints of bullying, cyber-bullying and retaliation, and take prompt action to end that behavior and to restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement. The Groton Dunstable Regional School District affords all students the same protections regardless of their legal status under the law

District Bullying Prevention and Intervention Plan

The Groton Dunstable Regional School District is committed to enhancing and sustaining a safe and healthy learning environment for all.

The Groton Dunstable Regional School District Bullying Prevention and Intervention [Plan](#) was developed to meet the requirements of M.G.L. c. 71, S370 and is modeled after the Massachusetts Department of Elementary and Secondary Education's Model Plan for dealing with bullying behaviors in our schools. The Plan includes strategies for identifying, reporting and responding to bullying, cyberbullying and retaliation behaviors.

Refer to the Groton-Dunstable Regional School District Bullying Prevention and Intervention [Plan](#) for details.

Section 13: Student Code of Conduct and Due Process for Discipline

The purpose of Groton Dunstable High School's Code of Conduct is to ensure a safe and orderly environment for everyone. These school rules are in effect for all GDRHS students, regardless of their age, while at school and at all school sponsored events.

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

Student Discipline

All students will be afforded due process before disciplinary consequences are imposed. The amount of process due will be determined based upon the potential consequences for the violation of which the student is accused. At a minimum, however, all students will be provided with the following prior to the imposition of disciplinary consequences:

- Notice of the violation of which the student is accused and the basis for the charge;
- An opportunity for the student to present their perspective of the facts concerning the charge(s) and to explain the circumstances surrounding the alleged incident, including any mitigating facts.

Students who are suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or attend school sponsored events will be subject to further suspension and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student is authorized to return to school.

Code of Conduct

A student may be subject to disciplinary consequences, which may include suspension or expulsion (where permitted under Massachusetts law) from school for any of the following violations:

Academic Dishonesty
Unauthorized Absences
Theft
Disruption of the School Environment
Damaging the Property of Another
Damaging School property
Vandalism
Fighting
Disrespect/Defiance Toward School Staff
Making Threats
Possession of Prohibited Items/Materials
Possession, Distribution, and/or Being Under the Influence of a Controlled Substance
Possession, Distribution, and/or Being under the Influence of Alcohol
Violations of Tobacco Policy
Assault of a Fellow Student
Assault of a School Staff Member
Bullying
Violation of Non-Discrimination Policies
Discriminatory Harassment
Hazing
Violations of Acceptable Use Policy
Violation of Electronic Device/Cell Phone Procedures
Issuance of Felony/Felony Delinquency Charges / Conviction of, or Admission to, a Felony or Felony Delinquency Offense
Other violations of the rules set forth in this Handbook, state or federal laws and regulations, or GDRSD policies.

**The above summarizes the general rules for student conduct. The Administration reserves its right and authority to impose disciplinary consequences or additional acts of misconduct not specifically identified above.*

Applicable Due Process Procedures

Formal Due Process Procedures

1. **Due-process rights for students charged with possession of a dangerous weapon, possession of a controlled substance, or assault of school staff and/or for students who have been charged with or convicted of a felony (M.G.L. c. 71, § 37H and , M.G.L. c. 71, § 37H 1/2 - also referred to as “statutory offenses.”)**
 - *Interim Short Term Disciplinary Removal:* In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H, or is subject to suspension in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student’s long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student’s interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student’s possible long-term suspension or expulsion, the student and the student’s parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
 - *Disciplinary Sanctions and Appeals:* Prior to the imposition of any disciplinary sanction that might result in the student’s long-term suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, an assault of school staff and/or due to a felony or felony delinquency charge, the student and the parents/guardians will be given written notice in English and in the primary language of the student’s home of a Principal’s hearing at which the student and parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student’s defense. Following such a hearing, a written decision will be issued.

The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term suspension or expulsion from school to the Superintendent. Where the student is suspended on a long-term basis or expelled in accordance with M.G.L. c. 71, § 37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed pursuant to M.G.L. c. 71, § 37H 1/2 ,

the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed by the principal shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H 1/2.

NOTE: All proceedings conducted in accordance with M.G.L. c. 71, §§ 37H and 37H 1/2 shall be conducted by the principal and may not be delegated to a designee. All appeals of suspensions or expulsions imposed by the principal in accordance with M.G.L. c. 71, §§ 37H and 37H 1/2 shall be conducted by the Superintendent and may not be delegated to a designee.

2. **Due-process rights for students charged with other school rules violations** (“Non-Statutory Offenses” - M.G.L. c. 71, § 37H 3/4 and 603 CMR 53.00)

Applicable Definitions:

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

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or
- (d) a felony charge or felony delinquency complaint or conviction, 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, as provided in M.G.L. c. 71, § 37H or 37H 1/2.

In-School Suspension: The means removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

Long-term Suspension: The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in their discretion, allow a student to serve a long-term

suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Parent/Guardian: A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

Principal : The primary administrative leader of the school, or designee, for purposes of school disciplinary matters.

Education Services Plan: The document developed by a school or the District, in accordance with M.G.L. c. 76, §21, which includes a list of education services available to students who are expelled or suspended from school for more than ten (10) consecutive days.

Short-term Suspension The removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Superintendent: The Superintendent, or designee, for purposes of a disciplinary appeal hearing conducted in accordance 603 CMR 53.00.

Applicable Procedures:

(i) In-School Suspension

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension, the principal shall inform the student of the disciplinary offense(s) of which the student is accused and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days cumulatively or consecutively in the school year.

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

The Principal shall further send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10 (4), if such meeting has not already occurred. The Principal shall deliver such notice on the day on which the suspension is to be served by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

(ii) Out-of-School Suspension

- Notice and Principal's Hearing (603 CMR 53.08):

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the Principal shall provide oral and written notice of the charges and potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the Principal, to contest the charges against the student, and to provide evidence, including mitigating facts, and witnesses in the student's defense. If the student may be subject to long-term suspension for school rules violations, the Principal's notice shall further inform the parent/guardian and student of the following additional rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent'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; and
- the right to cross-examine witnesses presented by the school; and
- the right to request that the hearing be recorded by the principal, and to

receive a copy of the audio recording provided to the student or parent/guardian upon request. If the student or parent/guardian requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The hearing may take place without the student's parent(s)/guardian(s) only if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.

In every case of student misconduct for which a suspension from school may be imposed under this section, the Principal will exercise discretion in deciding the consequence for the offense and, where appropriate, shall avoid using suspension from school as a consequence until alternatives have been tried and documented except: (1) where said the Principal documents specific reasons why alternative remedies are unsuitable or counterproductive; or (2) where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm to another person while in school. Alternatives may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and/or positive interventions and supports.

- Short-term Suspension Hearing

The purpose of the Principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, to provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, to determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At the hearing, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and the parents/guardians shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate. The Principal designee shall provide the parents/guardians, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student. Students and parents do not have the right under applicable policies and regulations to be represented by an attorney at a short-term suspension hearing.

Based on the preponderance of the evidence and available information, including mitigating circumstances, the Principal shall determine whether there is a

preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed. The Principal shall provide written notice to the student and parents/guardians of the Principal's findings and determination and, if the student is suspended, the type and duration of the suspension and of the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal. The Principal's determination shall be in writing and may be in the form of an update to the original written notice of hearing. Under applicable regulations and District policies, students and/or parents/guardians do not have the right to appeal a short-term suspension imposed by the Principal.

In the event of a short-term or long-term out-of-school suspension of a student in grades K-3, the principal shall also 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.

- Long-term Suspension Hearing

In addition to the rights afforded a student in a short-term suspension hearing, the student and parents/guardians shall also have the opportunity to review the student's record and the documents upon which the school may rely at the disciplinary hearing; the right to be represented by an attorney or a lay person of the student's choice (at the student's/parent's/guardian's expense); the right to produce witnesses on the student's behalf and to present the student's explanation of the alleged incident and any mitigating evidence (although the student may not be compelled to do so); the right to cross-examine witnesses presented by the school; and the right to request that the hearing be recorded and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio recording will be made and a copy will be provided to the student and parent upon request.

Based on the preponderance of evidence presented at the hearing, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, the remedy or consequence to be imposed. The Principal shall send the written determination in English and the primary language spoken in the student's home to the student and parent/guardian by certified first-class mail and by electronic mail to the address provided by the parent/guardian for school communications, or by any other method of delivery agreed to by the Principal and the parent/guardian.

If the student is suspended for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple non-statutory offenses in any school year, the notice will include written notification of the right to appeal to the Superintendent.

- Emergency Removal for Non-Statutory Offenses (603 CMR 53.07)

The Principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4, the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption presented. The emergency removal shall not exceed two (2) school days following the day of the emergency removal. In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal and the reason(s) therefore. The Principal or designee shall also provide written notice to the student and parents/guardians and provide the student an opportunity for a disciplinary hearing with the Principal, and the parent/guardian an opportunity to attend the hearing, to be conducted before the expiration of the two (2) school days following the Student's emergency removal, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian.

The Principal shall render a decision orally on the same day as the disciplinary hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08.

- Appeals (M.G.L. c. 71, § 37H3/4)

Students do not have the right to appeal an in-school or short-term out-of-school suspension imposed pursuant to M.G.L. c. 71, § 37H3/4. Students and parents/guardians do, however, have the right to appeal a long-term suspension imposed by the Principal to the Superintendent. The student and/or the parent/guardian shall have five (5) calendar days following the effective date of the long-term suspension to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to seven (7) calendar days upon written request. If the appeal is not timely filed, the Superintendent may deny the appeal.

The Superintendent or a Superintendent's designee will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of receipt of an appeal. The time may be extended by up to seven (7) calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/guardian(s). The Superintendent shall be presumed to have made a good faith effort if the superintendent has made efforts to find a day and time for the hearing that would

allow the parent and superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

At the appeal hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, the appropriate consequence therefore. The student and parents/guardians shall have all of the rights afforded to students at the Principal's hearing for long-term suspension, including the right to be represented by an attorney at private expense. The Superintendent will issue a written decision within five (5) calendar days of the appeal hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal but may not impose a suspension greater than that imposed by the principal's decision.

In considering said the student's appeal and the sanctions for the violation(s) of school rules found to have occurred, the Superintendent shall not impose/uphold a suspension from school as a consequence until alternative remedies have been tried, except where the Superintendent documents specific reasons why alternative remedies are unsuitable or counterproductive; or determines that the student's continued presence in school would pose a specific, documented concern about the infliction of serious bodily injury or other serious harm to another person while in school.

The Superintendent's appeal decision shall constitute the final decision of the Groton Dunstable Regional School District.

Educational Services During Removals and School-Wide Education Services Plan – M.G.L. c. 76, § 21

Students who are suspended from school for ten (10) or fewer consecutive school days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, tests, and projects missed.

Students who are expelled or suspended from school in excess of ten (10) consecutive school days shall have the right to access services through the District's Education Services Plan to ensure their continued academic progress and earning of credits toward the student's promotion or graduation. Upon the Student's and parent's/guardian's selection of an available alternative educational service, the school shall facilitate and verify the student's enrollment in the service. In addition to the above educational services provisions, students who have been found eligible for special education services will be provided with a free appropriate public education as of the 11th cumulative day of disciplinary removal in the school year.

Student Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 require that additional provisions be made for:

- Students who have been found eligible for special education services under the IDEA.
- A Student who the school district knows or has reason to know might be eligible for special education services.
- The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student.
- The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability.
- Students who have been found to have a mental or physical impairment that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short-term removals that exceed ten (10) school days in a given year.

If a request is made for an evaluation of a student's eligibility for special education services during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services beyond those to which the student may be entitled to under M.G.L. c. 76, §21.

The following additional requirements apply to the discipline of students with disabilities:

- Students with disabilities may be excluded from their programs for ten (10) school days or less in the school year to the extent that such disciplinary sanctions would be applied to all students. Within ten (10) school days of any

decision to exclude a student with a disability from his/her program for more than ten (10) consecutive days in a given school year or to impose a disciplinary sanction that would result in a disciplinary change in placement for a student with a disability as defined under applicable federal laws and regulations, building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination).

- If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the student's conduct was not caused by or directly and substantially related to the student's disability and did not directly result from a failure on the part of the District to implement the student's current IEP or Section 504 Plan, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. Under such circumstances, the student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment. Eligible Section 504 students shall be entitled to receive alternative education services in accordance with the school's Education Services Plan during any suspension or expulsion in excess of ten (10) consecutive days.
- If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current education program for the incident of misconduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parents/guardians consent to, a new placement, or unless the school obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) or a court authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon on school grounds, or causes serious bodily injury to another on school grounds or at a school function, the school may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days regardless of whether the conduct was a manifestation of the student's disability. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Periodic Review and Annual Reporting of Discipline Data

The principal 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 reviewing the data, the Principal shall assess the extent of in-school suspensions, short- and long-term suspensions, expulsions, and emergency removals under 603 CMR 53.07, and the impact of such disciplinary action on selected student populations. The principal shall further determine whether it is necessary or appropriate to modify disciplinary practices due to over-reliance on expulsion, or in-school or out of school suspension, or emergency removals, or the impact of such suspensions, removals, and expulsions on selected student populations compared with other students.

The District shall also collect and annually report data to the Department of Elementary and Secondary Education regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals under 603 CMR 53.07, access to education services under 603 CMR 53.13, and such other information as may be required by the Department. Such data shall be reported in a manner and form directed by the Department.

Searches of Students and Student Belongings

A search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the search prior to the search being conducted. Searches of a student may extend to articles of clothing such as pockets and outer garments and items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.

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

exterior of vehicles or other items to detect odors do not constitute a search.

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

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

Searches of Student Lockers School lockers are the property of the Groton-Dunstable Regional School District. Students shall not have any expectation of privacy in the contents of their school lockers and should be aware that school lockers may be searched at any time by school officials.

Appendix A - Massachusetts Laws relative to Student Conduct and Behavior

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

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

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

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

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

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

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

II. M.G.L. c.71, § 37H1/2 – Felony Charges (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The

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

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

III. M.G.L. c.71, § 37H3/4.

<https://www.mass.gov/info-details/mass-general-laws-c71-ss-37h-34>

(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 1/2.

(b)(Effective November 8,2022) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, *unless* specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where 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. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and

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

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

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

the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

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

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

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

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

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

The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution, which fails to make such report. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Appendix B - Empowered Digital Use Policy

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

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

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

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

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

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

Appendix C - Access to Digital Resources Policy

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

Safety Procedures and Guidelines

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

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

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

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

Empowered Digital Use

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

Employee Use

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

Community Use

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

Disregard of Rules and Responsibility for Damages

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

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

Appendix D - Digital Media Publication Acknowledgement

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

Supervision and Approval of Web Pages

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

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

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

Content Standards

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

Safety Precautions

A. In general

Identifying information about students, such last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate outside of special circumstances, (e.g. The Groton Herald, sports recognitions, drama production, etc.).

B. Student photographs & videos

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

C. Student work

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

D. Staff photographs, identifying information and work

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

Digital Media Publication Opt-Out Form

Only complete this form if you ***DO NOT*** want your child to participate in the Digital Media Publication Policy.

_____	_____
Student's School	Grade

Student Name	
_____	_____
Parent Name	Parent Signature

Date	