



**A. Irvin Studley Elementary School  
Hill-Roberts Elementary School  
Hyman Fine Elementary School  
Peter Thacher Elementary School  
Thomas Willett Elementary School**

**Elementary Schools  
Student Handbook  
2025-2026**

## ATTLEBORO PUBLIC SCHOOL SYSTEM

### Elementary Schools

#### **A. Irving Studley Elementary School**

508-222-2621

Lisa Boyle	Principal
Lori Santarpio	Assistant Principal

#### **Hill-Roberts Elementary School**

508-399-7560

Paul Madden	Principal
Julie O'Boyle	Assistant Principal

#### **Hyman-Fine Elementary School**

508-223-1560

Suzanne Dalessio	Principal
Katie Scott	Assistant Principal

#### **Peter Thacher Elementary School**

508-226-4162

#### **Early Learning Center @ Thacher**

508-223-1563

Frank Rich	Principal
Sarah Desautel	Assistant Principal
Meghan Thomson	Assistant Principal

#### **Thomas Willett Elementary School**

508-222-0286

Jeffrey Cateon	Principal
Christine Brierly	Assistant Principal

### Central Office Administration

508-222-0012

David Sawyer	Superintendent
Laurie Regan	Assistant Superintendent
Brittany Perella	Director of Finance
Ivone Medeiros	Director of Special Education & Student Support Services
Julienne Singer	Director of Personnel Services
Joanne DiPalma	Director of Family Engagement

### School Committee

Robert Geddes	Chairperson, At Large
Scott Domenici	Vice Chairperson, Ward VI
William Larson	Secretary, Ward II
Dianne Sawyer	Ward I
Aaron Bennett	Ward III
Lynn Porto	Ward IV
Chris Frappier	Ward V
Shannon Johnson	At Large
James Stors	At Large

The Attleboro Public Schools does not, in any education program or activity that it operates, discriminate or tolerate discrimination on the basis of race\*, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic-information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, immigration status, or any category protected by state or federal law. The Attleboro Public School District prohibits sex discrimination. Individuals may report concerns or questions to the District's Civil Rights and/or Title IX Coordinators. The notice of nondiscrimination is located at <https://www.attleboroschools.com>.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

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# **Attleboro Public Schools: Our Mission, Vision, Essential Beliefs,** **Overarching Goals**

## **OUR MISSION**

The Mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

## **OUR VISION**

The Vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

## **OUR ESSENTIAL BELIEFS**

### **Conditions for Learning**

- Learning is a shared responsibility among students, schools, families, and the community.
- A safe, respectful, and supportive environment is necessary for both teaching and learning.

### **Quality Learning Experiences**

- All students deserve challenging and engaging learning experiences that have real-life value.
- All learners need varied and personalized learning experiences that will provide opportunities to develop and apply knowledge and skills.

### **Successful Mindset**

- Success for all students requires stretching beyond perceived limits through effort and perseverance.
- Progress and success are reliant upon continuous learning, reflection, and growth.

### **Value of Education**

- Learning empowers all of us to discover, think critically, and pursue our aspirations.
- Education prepares students for their responsible participation in a shared world.

## **OVERARCHING GOALS**

**GOAL ONE:** APS will support each student by providing personalized academic and social-emotional learning experiences, ensuring the development toward their full potential.

**GOAL TWO:** APS will advance each student's learning and development by cultivating reciprocal, meaningful, and active relationships with our families and community.

**GOAL THREE:** APS will actively ensure equitable access for each student to an inclusive, culturally responsive education that reflects the diverse backgrounds, needs, and interests of our community.

## **District Learning Priorities**

The APS District Learning Priorities guide our efforts to improve teaching and learning, develop programs to meet students' needs, provide the needed professional development to implement these changes, and the budget process to support all of these endeavors.

### **Engaging Learning Experiences**

Students are curious about and invested in learning because it is designed to provide real value beyond the classroom.

- Authentic Experiences and Performances
- Intrinsic Motivation and Individual Choice
- Hands-on Learning
- Interdisciplinary Instruction and Assessments

### **Infusing Technology**

Students integrate technology and apply those resources through the learning process.

- Personalization and Relevance
- Research and Evaluation of Information
- Innovation and Reflection

### **Personalization of Learning Programs**

Students participate in programs that are customized to meet their individual needs.

- Culturally Responsive and Deep Curricula
- Universal Design for Learning
- Digital Student Learning Portfolio
- Flexible Scheduling
- Student Voice



## **Experiential Learning Opportunities**

Students engage in a variety of experiential learning opportunities which provide purpose and increase motivation and effort to help them grow as learners.

- Field Experiences and Student Travel
- Service Learning
- Community Partnerships
- District Afterschool System

## **Portrait of a Graduate**

Our goal is that all Attleboro Public School graduates will be self-directed lifelong learners who are responsible and involved citizens. To accomplish this, all Attleboro students will:

### **INNOVATE**

1. Analyze information, ask questions, and apply knowledge to evaluate and solve real life problems across disciplines and contexts.
2. Identify issues and develop action steps: set goals, plan, and reflect on progress and outcomes.
3. Think critically about the relevance and value of claims and evidence, including evaluating sources to consider perspective or bias.
4. Model behavior appropriate for the situation and/or context.

### **COMMUNICATE**

1. Actively listen and communicate understanding and interpretation of information.
2. Choose and apply an appropriate tone, style, and conventions according to audience and purpose.
3. Demonstrate organized communication through varied modes (oral, written, visual, and/or performance).
4. Use evidence and logic purposefully in communication.

### **COLLABORATE**

1. Demonstrate knowledge of and respect for individuals of diverse backgrounds.
2. Seek alternative perspectives to challenge and enhance one's own.
3. Learn from each other and with each other.
4. Collectively take action to enhance the community.

### **BALANCE**

1. Demonstrate the ability to be an independent learner who is motivated, persistent, and self-directed, and can apply time and task management skills.
2. Identify and explain how decisions impact self and others and establish and maintain positive relationships.
3. Listen to understand, manage emotions, and respond with respect, empathy, and kindness.
4. Demonstrate personal accountability by making informed and responsible decisions.

## **Rights and Responsibilities**

Our students are considered citizens of the school community. Citizenship, as in any community, is something, which grants fundamental rights and equally important responsibilities upon each of its members. No person because of age, color, disability, national origin, race, religion, sex, gender identity/expression, or sexual orientation, shall be subject to discrimination in any education program.

### **Student Rights and Responsibilities**

- To meet all your academic obligations to the very best of your abilities
- To be treated with respect by all members of the school
- To treat all members of the school community, both pupils and staff, with respect
- To be personally safe
- To help make the school a safe environment for all students
- To do your schoolwork in clean surroundings and to help keep the school a clean place for everyone
- To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others
- To know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be violations of these behavioral expectations

### **Parent Rights and Responsibilities**

- To treat all members of the school community, both pupils and staff, with respect
- To be treated with respect by all members of the school community
- To help make the school a safe environment for all students
- To expect an appropriate education for their child
- To express their opinion
- To inspect all portions of their child's records
- To expect fair application of all school-wide policies

## **Problem Resolution Procedure**

### **POLICY**

It is the policy of the Attleboro School Committee to assist any concerned party to quickly and equitably resolve concerns with the individuals who are closest to the issue or problem. Attempts to resolve a problem at an inappropriate level is contrary to the purpose of these guidelines. Resolution with the individuals closest to the problem must be consistently followed.

### **PROCESS**

Any concerned party's first contact should be to the staff member (Teacher, Paraprofessional, Coach, Custodian, or Administrator) directly related to the issue. In those instances, when an individual is unsure of whom to approach, a School Committee member can be consulted to aid in direction or identification of the appropriate staff member. This does not preclude the School Committee member from proactively advising the School Administration (Principal and/or Superintendent) of a pending issue.

If there is no resolution, the concerned parties are encouraged to proceed to the next appropriate level (Building Administrator, Principal, or Director of Special Education). Directors, Supervisors, and Coordinators may be involved at the discretion of the Building Administrator and may be asked to assist in the resolution. Successive levels of authority (Assistant Superintendent, Superintendent, School Committee) would represent the desired resolution path.

If informal attempts at resolution are not successful, parties may be asked to state the concerns in writing. If a concerned party refuses to consult with the appropriate level as outlined (skipping a level), the matter should be referred back to the appropriate level. (Policy BBAA)

## I. ACADEMIC INFORMATION

### School Hours

<b>All Elementary Schools</b>	<b>Arrival</b> 8:30 AM	<b>School Day</b> 8:45 AM – 3:25 PM	<b>Dismissal</b> 3:25 PM
<b>Early Learning Center</b>	<b>A.M. Session:</b> 8:55 a.m. - 11:25 a.m. <b>P.M. Session:</b> 12:45 p.m. - 3:15 p.m.		

### Early Dismissal School Hours

**All Attleboro Public Elementary Schools will follow the early release schedule below**

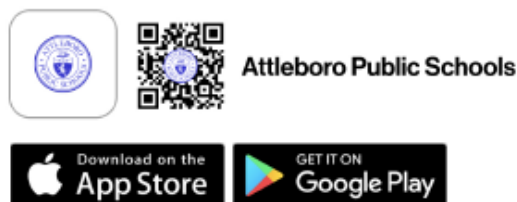
<b>All Elementary Schools</b>	<b>Arrival</b> 8:30 AM	<b>School Day</b> 8:45 AM – 12:25 PM	<b>Dismissal</b> 12:25 PM <b>No Lunch Served</b>
<b>Early Learning Center</b>	Refer to individual ELC Calendar for specific dates of AM and PM sessions occurring on early release days		

### Communication

Families and students will use the APS app for district and school news, events, dining, and more.

On your mobile device, download the APS app from the App Store or Play Store to get started.

**Download the APS app and enable notifications.**



The app also includes, Rooms, a parent-teacher chat, which is fully integrated into the district app.

To access Rooms:


- In the app, use the toggle in the bottom right to switch to the login screen for Rooms.
- In Rooms you can see class specific announcements and send direct messages to teachers.

### **Delayed Opening or Early Dismissal of Students**

*(For Inclement Weather and Emergencies)*

**The Attleboro Public Schools will make every effort to notify families promptly in the event of early dismissals, weather and other emergency cancellations and delays. The APS App, district website, Social Media, and text messages are used to reach as many families as possible.**

The following is a list of stations (television and social media) which will broadcast no-school announcements or a delayed starting time for the Attleboro School System:

<b>Platform</b>	<b>Location</b>
Social Media	Attleboro Facebook Pages
Attleboro Public Schools Website	Attleboro Public Schools Pages
Television	Channels 4, 5, 7, 25 & RI Broadcasters
APS App	 <b>Attleboro Public Schools</b>
Text Message	Mobile Phone
Email	Email Inbox

- Delayed starting time will be 60, 90, or 120 minutes later for the opening of school and 60, 90 or 120 minutes later for bus arrival times.
- ABACUS delays will be communicated by ABACUS if different from Attleboro Public Schools.

### **Early Dismissal**

If school is to be dismissed after the opening of school, the following procedures will be followed: Arrangements should be made ahead of time by parents who will not be at home to inform their child of a place to go in the neighborhood in the event of an emergency. All kindergarten students must have a responsible individual at the designated bus stop to accept them. In an emergency or inclement weather, an announcement to that effect regarding early dismissal will be made on the previously listed methods. In any other emergency that indicates significant safety risk to our students, students may be sent home immediately or to another designated school. **Parents and students should have an emergency plan in the event of an emergency early dismissal.**

### **Attendance Regulations and Procedures**

It is the philosophy of the School Committee of the Attleboro Public Schools that regular and consistent attendance is essential to learning, to improving the achievement of all students, to

maintaining a respectful school climate, and to a student's successful school performance. The goal of the student attendance policy is to promote consistent, daily school and class attendance. A student who is truant, frequently absent from school or classes, or frequently tardy to school without adequate reason is in violation of this policy. Parents, guardians, and students should be aware that chronic absenteeism may also lead to academic failure and retention of the student. Massachusetts law requires compulsory student attendance for all children between the ages of six and sixteen. M.G.L. c. 76, § 1. (Policy JH and JH-1).

1. Parents/Guardians must call the school to give notification of an absence no later than the morning of the absence.
2. If a call is not made, communication from the parent/guardian or the student's medical provider is due on the day that the student returns to school explaining the absence. No student, however, shall be sent home to obtain a written explanation from his/her parent/guardian during a school session.
3. In instances of chronic or irregular absence reportedly due to illness, the school principal or designee may request a physician's statement certifying such absences are justifiable.
4. If an extended absence of a student is foreseen, the parent/guardian should contact the school principal or designee to make arrangements for the completion of academic requirements.

An IEP or 504 Team may make exceptions to the attendance policy for disability-related absences.

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

1. Personal illness or quarantine;
2. Medical appointments that cannot be made outside of school hours;
3. Legal matters requiring personal appearance;
4. Suspension or expulsions in or out of school;
5. Absences attributable to bereavement or a death in the family;
6. Observance or practice of a major religious holiday; and
7. Extraordinary circumstances (exercised at the discretion of the principal)

\*Massachusetts General Laws, Chapter 76, Section 4: Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than Two Hundred Dollars (\$200).

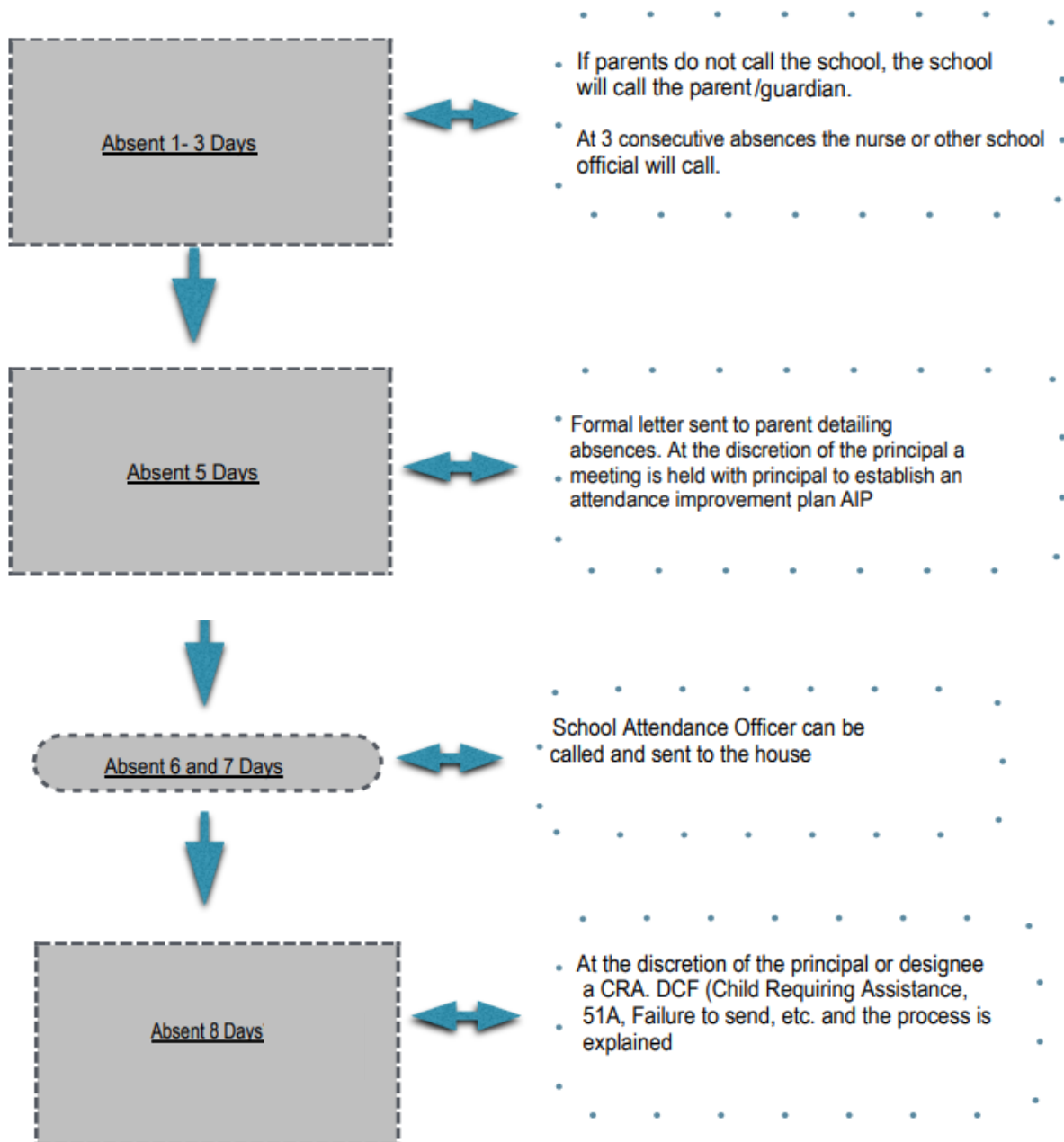
### **Dismissals**

Students are not permitted to leave the school building or school grounds at any time during the Elementary School Day without a note from the parent/guardian. This dismissal note should be presented to the office in the morning prior to the beginning of school. All students must report to the office at the time of their dismissal to be officially dismissed.

If there is a question of identity, school personnel will request proper identification from parent/guardian or designee. Parents and guardians are encouraged to schedule medical and

dental appointments after school hours. However, when emergency demands, the appointments should be made so that the student misses as little school as possible. Parents are also encouraged to refrain from requesting dismissal fifteen minutes before the close of school unless it is an emergency. The school nurse and administration issue dismissal for illness/injury. The parent/guardian will be contacted; and appropriate arrangements will be made for illness/injury dismissal.

### **Elementary Attendance Notification Schedule**



A student who reports to school late must report to the office before going to class and be signed-in by the adult dropping them off.

## **Report Cards**

Report Cards, Grades K-4, are distributed during the months of November or December, March, and June. These reports are used to help the student and parents gauge their child's progress in relationship to his/her individual ability. If there are any questions or concerns about your child's progress, contact your child's teacher. The elementary report card conveys progress toward the end of year standards for each grade level.

## **Testing**

Students may be tested according to local options. Parents will be notified through newsletters or notices of grade testing, dates, and times. As prescribed in the Massachusetts State Regulations, all students must participate in the state-testing program. A required physician's note is mandated by the Department of Elementary and Secondary Education to verify absences.

## **Students with Special Needs**

Everyone is capable of learning. Given the many variables that impact learning, it is not surprising that some students may experience difficulty at some point. There are many ways in which any student can receive assistance from school when these difficulties arise. Extra assistance can come from the classroom teacher or paraprofessional direct involvement. Teachers are able to make accommodations within the classroom if they know a student responds best to a particular approach. Additionally, there are a range of learning tools and strategies that can be used to help students within the class. Parents seeking to work with their children at home can consult with the teachers to find additional ways of providing support.

For students who have a disability and are eligible, support services can be provided under the umbrella of two federal laws, which serve as guides for the schools. One of these laws is Section 504 of the Rehabilitation Act of 1973, a civil rights law. This law was passed to prevent discrimination against individuals with disabilities. This law also guarantees that the educational needs of students with physical or mental impairments which substantially limit one or more of their major life activities (i.e., walking, learning, etc.) will be met as well as the needs of non-disabled students are met. For example, a child with a specific disability or impairment that interferes with the ability to access classroom learning, or the school's physical environment, may be eligible under Section 504 to receive services or classroom accommodations that will give him/her the chance to participate in the class to the same extent that non-disabled students participate. Under this regulation, if a student is eligible, a team of educators within the building develops a Section 504 Plan that will recommend services and/or accommodations. Parents seeking more information about eligibility under Section 504 can contact the principal at their child's school.

The other support program within the public schools for students with a disability is special education, which is governed by the Individuals with Disabilities Education Act ("IDEA") and M.G.L. Ch71B. To be eligible for special education under these laws, a student must have a recognized

disability that interferes with his/her ability to make effective progress in school and require specially designed instruction in order to make effective progress in school or require related services in order to access the general curriculum. An educational TEAM, including parents, makes decisions about eligibility and programming. If a TEAM finds a student eligible for special education services, the TEAM will draft an Individualized Education Plan ("IEP") that will propose appropriate accommodations, services, and specialized instruction for the student. Parents seeking more information about special education can contact the TEAM Chairperson assigned at the school. In addition, there is a Parent's Rights Brochure available from the Office of Special Education and Student Support Services.

### **English Language Learner (ELL) Education**

In accordance with federal and state regulations, Attleboro Public Schools shall identify students whose primary language is not English through a Home Language Survey. Students will be assessed to determine English proficiency. If identified as an English Language Learner (ELL), the student will be evaluated annually to determine proficiency in the English language. Attleboro Public Schools ensures that all students who are identified as English Language Learners (ELL)s will be taught to the same academic standards and curriculum as all students and will be provided with the same opportunities to master such standards.

## **II. DISCIPLINARY POLICIES AND PROCEDURES**

### **Code of Conduct**

#### **Introduction**

Attleboro Public Schools is a diverse community. Our goal is to strive for equity of opportunity in our educational policies, programs, and actions. To achieve this, our schools promote a safe, respectful, and supportive environment in which learning is a shared responsibility amongst students, families, staff, and the community. To ensure our students' success, we partner with families and community members to invest in their future. We provide positive and preventive approaches to discipline designed to keep students in school; providing them the opportunity to participate in quality and engaging experiences that prepare them for post-school life.

In order to achieve equity, all stakeholders must participate in building relationships, showing respect for, and communicating with all other stakeholders. Members of our community have additional responsibilities.

#### **STUDENTS' responsibilities:**

- Attend school consistently
- Be a partner in the school and community
- Come to class ready to learn
- Be accountable for actions

#### **FAMILIES' responsibilities:**

- Provide support and encouragement
- Be a partner with child's school



#### TEACHERS' responsibilities:

- Provide clear and consistent expectations
- Make learning engaging and relevant
- Adapt instruction to student needs
- Partner with families
- Try to de-escalate conflict
- Be aware of students' cultural backgrounds

#### ADMINISTRATORS' responsibilities:

- Develop and support a shared vision
- Develop positive school culture
- Partner with students and families
- Be knowledgeable about what is happening in the building
- Model expected behaviors

#### COMMUNITY'S responsibilities:

- Collaborate and partner with the schools

Students in the Attleboro Public Schools are expected to treat all members of the school community with dignity and respect. The school community is defined as all those people who work or interact in the school. Students, teachers, paraprofessionals, administrators, guidance counselors, custodians, secretaries, cafeteria workers, parent volunteers and school visitors are part of this community.

Each person in the school must have the opportunity to grow personally, socially, and intellectually, as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights, and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic, PTO, and special events of the school both on and off school grounds, including school-sponsored trips and those times when school buses or other school-provided transportation is used.

A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Because the school is interested in maintaining the quality and integrity of its programs throughout the school year, infractions of school rules will not be tolerated. Any activity that is disruptive to individual learning or the environment of the elementary school will not be tolerated. Such unauthorized actions may result in the cancellation of class activities.

#### **Positive Behavior Interventions and Support (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a framework for promoting and sustaining positive student behavior and consequently a safe and supportive school culture. It includes:

- 3-5 behavioral expectations of the school that are stated in positive language and center around a school's core values.
- Direct instruction of the expectations in context, with opportunities for modeling, practice, feedback, and correction.
- High rates of positive feedback aimed at strengthening desired behaviors.
- Predictable redirection & consequences delivered fairly and consistently across the school.
- Data based decision making that drives interventions aimed at (a) restructuring setting and scenarios likely to produce problem behavior, and (b) developing and targeting interventions to students who require additional behavioral supports.

### **Guidelines for Student Behavior**

Students are expected to be courteous and respectful to all. There will be no:

- Physical violence or verbal threats, including but not limited to intimidation, fighting, biting, hitting, and spitting
- Physical or verbal harassment including hazing and sexual harassment
- Insubordination (i.e., refusal to obey a reasonable request by a staff member)
- Disrespectful, vulgar language, or abusive behavior toward others
- Vandalism (student will pay for damages) and misuse of equipment and/or school property
- Safety violations (e.g., possession of fireworks)
- Possession or use of a weapon or facsimile
- Disruptions in class, assemblies, school activities during or after school, and failure to report to the office
- Stealing, cheating, plagiarism, forgery
- Cafeteria disturbances (e.g., throwing of objects or food)
- Expensive personal items: including but not limited to toys, technology, or in the possession of excessive amounts of money
- Trading or purchasing items on the bus or in school
- Pornographic material
- False alarms or 911 calls
- Running in the building
- Leaving school grounds without permission
- Crossing streets without the Crossing Guard at designated intersections
- Other disruptive or inappropriate acts judged serious by the administration
- Bullying, Cyber-bullying

### **Classroom Conduct**

We recognize that any effective discipline code is a compact between students, teachers, and parents. Teachers are responsible for keeping order and handling misbehavior in the classroom. They will discuss their classroom expectations with students and parents. Teachers will handle unacceptable classroom behavior in a variety of ways, including verbal warnings, conferences, parental contact, classroom detentions, and/or office referrals.

If a student's conduct requires further behavioral intervention is sent to the office the teacher will complete a behavior referral and the student will be called down to the office to speak with an administrator or designee. After reviewing the referral, the principal or designee will make a decision on next steps. These steps may include written or verbal warnings, assignment from classroom and/or restorative practices, office detentions, parent contact, or suspension following due process procedures.

### **Smoking, Smokeless Tobacco and Nicotine Violations**

The Massachusetts General Laws prohibit the use of any tobacco products or nicotine products, including nicotine delivery devices, e-cigarettes, and vaporizers, within school buildings and facilities, or on school grounds or buses by any individual. Therefore, in the spirit of the law, students are not allowed to possess tobacco products and nicotine products, and any student found to be in possession of a tobacco or nicotine product (including e-cigarettes, vaporizers, or other nicotine-delivery devices) will have such product confiscated and will be subject to discipline in the discretion of the school principal. State law combined with medical research dictates that Attleboro Public Schools' facilities will be maintained as smoke free institutions. Thus, smoking or the use of nicotine in school and on school grounds is to be perceived as a major breach of the code of discipline. In addition, mere presence in an area where smoking or the use of nicotine has taken or is taking place can, under certain circumstances, be perceived as a violation of the no-smoking policy. Consequently, students are urged not to be present or to remain present in an area where this rule is being violated.

### **Student Due Process Procedures**

The Discipline Code of the Attleboro Public Schools is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires a notice of the charge(s) against him or her, explanation of the basis for the accusation(s) and an opportunity to present his/her version of the facts. Students eligible for services or accommodations under Special Education Regulations or Section 504 may be entitled to additional procedural protections. The Principal will ensure that all necessary procedures are implemented.

#### **Due Process Under M.G.L. 71, Section 37H 3/4**

#### **Definitions Under M.G.L. c. 37H 3/4**

Superintendent – the Superintendent or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

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

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. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Suspensions or exclusions pursuant to M.G.L. c. 71, §§37H and 37H ½ to not count towards the calculation of the number of days of suspension under M.G.L. c. 71, § 37H ¾. Similarly, days of emergency removal do not count as days of suspension under M.G.L. c. 71, § 37H ¾.

Principal: the primary administrator of the school or the Principal's designee for disciplinary purposes.

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

*(Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ only. For offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below)*

All school principals and principal's designees and the Superintendent and Superintendent's designees when acting as a decision-maker at a disciplinary hearing or appeal to consider student discipline for violations of school rules other than offenses involving drugs, weapons, assaults on school staff and felony offenses, shall, when deciding the consequences for the student, consider ways to re-engage the student in the learning process. The principal or designee shall not suspend the student until alternative remedies have been employed, and their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. M.G.L. c. 71, § 37H ¾(b).

### **Alternatives to Suspension**

Alternative remedies to suspension may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, superintendent, or person acting as a decision-maker shall also implement other 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 these models shall not be considered a direct response to a specific incident.

### **Emergency Removals; M.G.L. c. 71, § 37H ¾**

A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case,

the principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: (1) make immediate and reasonable efforts to orally, and in writing notify the student and the student's parent of the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate

Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the Principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable.

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

#### **In-School Suspension M.G.L c. 71, § 37H ¾**

In-School Suspension; M.G.L c. 71, § 37H ¾: means removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively, or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. 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 under 603 CMR 53.00.

The Principal's use of in-school suspension can be used as an alternative to a short-term suspension.

The Principal will schedule the parent/guardian meeting for the day of the suspension or as soon as possible. The Principal will make at least two attempts to orally inform the parent.

Due Process for In-School Suspension; M.G.L c. 71, § 37H ¾:

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H ¾:

On or before the day of suspension, the principal shall 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 of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

**Short-Term Suspension; M.G.L c. 71, § 37H ¾**

Short-term suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her 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.

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H ¾:

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension; M.G.L c. 71, § 37H ¾:

Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date,

time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension; M.G.L c. 71, § 37H 3/4:

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

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4:

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal.

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

**Long-Term Suspension; M.G.L c. 71, § 37H 3/4**

Long-term suspension; M.G.L c. 71, § 37H 3/4: means 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 his or her 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 subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37H ½ of G.L. c. 71, 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.

For students in Pre-K through grade 3, the principal will send written determination to the superintendent, explaining the reasons for an out of school suspension before the suspension takes effect.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4:

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4:

Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) 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; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent 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.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4:

The student will have the rights identified in the written notice and the principal shall provide the parent, 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.

Principal's Decision – Long-Term Suspension: M.G.L c. 71, § 37H 3/44:

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student



of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

#### Superintendent Appeals – Long-Term Suspension; M.G.L c. 71, § 37H 3/4:

A student who is placed on Long-Term Suspension under M.G.L c. 71, § 37H ¾ following a hearing with the principal shall have the right to appeal the principal's decision to the Superintendent. The student or parent shall file a notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

#### Superintendent Appeal Hearing; M.G.L c. 71, § 37H 3/4:

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

#### Superintendent's Decision; M.G.L c. 71, § 37H 3/4:

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date

of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate.

If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal but shall not impose a suspension greater than that imposed by the principal's decision.

The decision of the Superintendent shall be the final decision of the Attleboro Public Schools with regard to the long-term suspension.

## **Students with Disabilities**

### **Manifestation Determination**

In accordance with Chapter 71B of the Massachusetts General Laws, federal law IDEA 2004, and Section 504, the school may suspend or remove a student from the current placement in accordance with the discipline procedures in the district handbooks for the length of time that any non-disabled student could be disciplined. Suspension of a student with a disability for more than 10 school days in a school year is considered a change of placement which invokes certain procedural protections under federal special education law. Prior to any removal that constitutes a change in placement, the school must inform the parent/guardian that the law requires the Team to consider whether or not the behavior that resulted in the disciplinary action was related to the student's disability. This consideration is called a Manifestation Determination. Parents/guardians have the right to participate in this process. All relevant information including the IEP, teacher observations, relevant parent reports, and evaluation reports are considered. All efforts to reach parents are documented. The Notification of Team Meeting and Attendance Form (N3) are completed for distribution and the file.

At a Manifestation Determination Team Meeting, scheduled in collaboration with the principal, the Team considers the following 2 questions:

1. *Did the student's disability cause or have a direct and substantial relationship to the conduct in question?;*
2. *Was the conduct a direct result of the district's failure to implement the IEP?.*

If the Manifestation Determination decision is that the behavior that resulted in disciplinary action was caused by or had a substantial relationship to the disability, then the student may not be removed from the current educational placement, except in the case of special circumstances (identified below). The Team will conduct a Functional Behavior Assessment (FBA) if one has not already been completed, review the IEP and review and revise any Behavioral Intervention Plans (BIP). It is the responsibility of the Special Education Team Facilitator to facilitate all procedural notifications and consent form for the FBA. No later than 45 school days after receiving written parental consent, a Team meeting will take place to review the results of the evaluation and determine appropriate placement. If the team has agreed that the students' behavior is directly

related to services not being implemented, i.e., counseling services not given, then the team may discuss and create a plan for compensatory services.

If the Manifestation Determination decision is that the behavior that resulted in disciplinary action was not caused by or had a substantial relationship to the disability, then the school may suspend or expel a student consistent with policies applied to students without disabilities, however, the district must provide educational services that allow the student to continue to make educational progress related to the goals on the IEP during the suspension period.

- Special circumstances exist if a student: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event, carries a weapon to school or a school-sponsored event, or inflicts serious bodily harm upon another person at school or at a school-sponsored event. Under these circumstances, the principal may suspend or expel the student in accordance with M.G.L. c. 71, 37H so long as the student receives services during the disciplinary removal and the misconduct for which the student is being removed is not a manifestation of the student's disability or the result of failure to implement an agreed-upon IEP.
- When the misconduct, considered special circumstances, is the result of the student's disability or the failure to implement an agreed-upon IEP, the principal may still remove the student to an Interim Alternate Educational Setting (IAES) for up to 45 school days.

### **Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP)**

A Functional Behavioral Assessment (FBA) is an approach to understanding student behavior that incorporates a variety of techniques and strategies to identify the causes and likely interventions to address problem behaviors. An effective functional behavioral assessment looks beyond the overt behavior, and focuses, instead, upon identifying factors such as physical, social, emotional, or environmental that initiate or sustain the behavior. An FBA is a process for addressing student problem behaviors, the settings under which the problem behaviors may or may not be observed, and the function, or purpose of the problem behaviors. Information, obtained by collecting data from direct observation, interview, record review and data analysis is used to develop an effective plan to reduce the frequency or severity of the problem behavior. The school psychologist, in collaboration with identified members of the Team is responsible for coordinating the FBA and completing the final report. The understanding of the causal factors is essential to the decision to create a Behavior Intervention Plan (BIP).

A Behavior Intervention Plan (BIP) takes the observations from the FBA to develop a concrete plan of action for managing a student's behavior. A BIP may include changes to the school environment, a system of positive reinforcement and supports needed to limit acting out. When a behavior plan is incorporated into the IEP, the same legal requirements for implementation exist.

### **Interim Alternate Educational Setting (IAES)**

Placement in an IAES enables the student to continue in the general curriculum, receive services identified on the IEP, and services to address the problem behavior. An IAES is a disciplinary placement different than the student's current placement as defined in his/her IEP. When this

type of placement occurs, the FBA and Manifestation Determination Meeting are often scheduled in the alternate educational setting in accordance with regulatory timelines. As noted, the principal and Team may recommend placement of student in an IAES when the misconduct is the result of the student's disability or the failure to implement an agreed upon IEP. However, the principal, or designee, may remove a student to an appropriate IAES for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the disability in cases when the student carries a weapon while at school or a school function, possesses or sells illegal drugs or controlled substances while at school or a school function, causes serious bodily injury upon another person at school, on school premises, or at a school function. A Hearing Officer may also order a 45 school day placement.

Placement procedures: After the team has agreed to an IAES, in -district or out of district, student packets are sent from the Special Education Office. Placement in an in-district setting will begin as soon as possible; tutorial services will be provided during the admissions process. Depending on the nature and severity of the incident, the team may request a Risk Assessment to gather additional information. The Team Facilitator is responsible for obtaining parental permission to release documents, organize placement packets, and arrange the Risk Assessment. A temporary emergency placement if necessary (not to exceed 45 days) will be proposed by the district no later than the day following the Manifestation Determination meeting. No student is placed in an emergency placement without parental consent.

### **Parents Right to Appeal**

No later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a Hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the Hearing Officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

### **Discipline of Students Not Yet Determined Eligible for Special Education**

If, prior to disciplinary action, the district has knowledge that the student may have a disability, then the district makes all protections available under special education law to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if the parent had expressed a concern in writing; requested an evaluation, or district staff had expressed directly to the Director of Special Education and Student Support Services or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The District may not be considered to have had prior knowledge if the parent has not consented to an evaluation, has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the findings of eligibility.

## **Opportunity to Make Academic Progress:**

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom or school.

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

## **Due Process Under M.G.L. c. 71, Section 37H and 37H ½ Offenses (Dangerous Weapons, Drugs, Assaults on Staff, and Criminal Felony Matters)**

### Short-Term Suspension; M.G.L. c. 71, §§ 37H and 37H ½:

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

### Long-Term Exclusion/Expulsion; M.G.L. c. 71, §§ 37H and 37H 1/2:

Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student for means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) 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 G.L. c. 71, §§37H or 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

## **Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c, 71, §37H**

1. 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 Attleboro Public Schools by the Principal.

2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the Attleboro Public Schools by the Principal.

Principal's Hearing, Long-Term Exclusion – 37H – Any student who is charged with a violation of either paragraphs 1 or 2 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, the Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2 above.

Appeal to the Superintendent – Long-Term Exclusion – 37H – Any student who has been expelled from the Attleboro Public Schools 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.

### **Opportunity to Make Academic Progress:**

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

Suspensions or expulsions are decisions that must consider a student's due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises.

### **Felony Complaints - M.G.L. c. 71, § 37H ½**

#### **Issuance of a Felony Criminal Complaint**

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal 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.

Notice of Principal's Hearing – Long-Term Exclusion – 37H 1/2 – 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.

Appeal to the Superintendent- Long-Term Exclusion - 37H 1/2 – The student shall have the right to appeal the suspension to 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 be represented by counsel at the student's own expense. 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 Attleboro Public Schools with regard to the suspension.

### **Adjudication of Delinquency, Admission of Guilt or Conviction**

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.

Notice of Principal's Hearing – Long-Term Exclusion - 37H 1/2 - 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.

Superintendent's Appeal – Long-Term Exclusion - 37H 1/2 – 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 be represented by counsel at the student's own expense. 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 Attleboro Public Schools with regard to the expulsion.

### **Opportunity to Make Academic Progress**

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

## **Title IX**

The Attleboro Public Schools 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. Attleboro Public Schools 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 Attleboro Public Schools Title IX Grievance Procedure may be accessed on the District website at the following link: [https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded\\_file/3035/APS/5199845/Attleboro - Title IX Grievance Procedure 01.16.25.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3035/APS/5199845/Attleboro_-_Title_IX_Grievance_Procedure_01.16.25.pdf) or through the office of the Title IX Coordinator.

For questions related to the District's Non-Discrimination policy or grievance procedures, 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 Laurie Regan, Assistant Superintendent, who serves as the Title IX Coordinator:

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
One Blue Pride Way  
Attleboro, MA 02703  
[lregan@attleboroschools.com](mailto:lregan@attleboroschools.com)  
508-222-0012 extension 10010

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  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Facsimile: (617) 289-0150  
[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

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.

#### **Section 504**

For questions related to Section 504, please contact Joanne DiPalma, Director of Family and Community Engagement, who serves as the Section 504 Coordinator:

Joanne DiPalma, Director of Family and Community Engagement  
Attleboro High School  
One Blue Pride Way  
Attleboro, MA 02703  
[jdiplama@attleboroschools.com](mailto:jdiplama@attleboroschools.com)  
508.222.0012

### **III. HEALTH EDUCATION AND SERVICES POLICIES**

#### **Health Services**

The Health Office is staffed to provide for the medical and health needs of the students. School Nurses may be reached at each Elementary School by calling the school's main office. Parents should feel free to call with questions.

#### **Confidentiality**

The nurse may deem it necessary to inform school staff on a "need to know" basis, of a student's life-threatening condition. This may include (but is not limited to) the bus company and food service workers. If you do not wish the nurse to share medical concerns, as it relates to your child's safety in school, you must document this in writing and speak directly to the school nurse.

#### **First Aid Emergencies**

The Health Office offers immediate first aid to students. All accidents resulting in injury must be reported to the School Nurse. Proper referral will be made as necessary. Parents **must** supply current phone numbers in case of emergency. It is essential that the nurse's office has a way of reaching parents or another adult who can assume responsibility in your absence. In an emergency situation in which we are unable to contact the parent/guardian, 911 will be called.

#### **Immunization Policy**

All students must meet the State requirements for the necessary immunization inoculations. Throughout the year, the nurse will notify those students in need of updating their immunizations. Failure to comply with this request will result in exclusion from school in accordance with state regulations. Immunization resources are offered in collaboration with the Attleboro Health Department and local health facilities.

### **Long-Term Illness**

In the event your child will be absent due to a medical condition for an extended period of time, please notify the Main Office to ask for home instruction. A physician's note will be required for the student to return to school and a re-entry meeting may be necessary.

### **Orthopedic Injuries**

If your child has an orthopedic injury requiring: the use of crutches, braces, casts, slings, splints, wheelchair, walker, etc., they **must** return to school with a note from a physician which clearly states the nature of the condition, clearance to return to school, any restrictions and/or need for support devices and clear time frames for any special accommodations.

### **Medication Administration**

All public/non-public school systems in the Commonwealth are required to comply with regulations 105 CMR 210.000: *The Administration of Prescription Medications in Public and Private Schools*.

- **All medication must be transported to and from school by a parent/guardian or other responsible adult and delivered directly to the school nurse or designee.**
- Prescription medication must be in its original pharmacy container, clearly labeled with the student's name, medication name, dose, and frequency of dispensation.
- Both the physician's order for prescription medication and written parental consent for the school to dispense any medication must accompany the medication. No medication can be dispensed without both these forms in place. Forms are available in the Health Office and available for download from the District web page under the Health Services section.
- Over-the-counter medication, including herbal, homeopathic products, and cough drops, must also be in their original container and must clearly be labeled with the student's name, dose, and frequency of dispensation. Written physician and parental permission is required.
- For prescription medications, the school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary. A telephone order for any change in medication shall be received and documented only by the school nurse and must be followed by a written order. Whenever possible, the medication order shall be obtained; and the medication administration plans shall be developed before the beginning of the school year.
- Students must not carry medication on their person. We recognize that self-carrying and self-administration of medication is required in some instances. Examples for exceptions may be inhalers and EpiPens. In these instances, a self-administration plan shall be developed prior to implementation and along with approval of the school nurse.
- Whenever possible, medications should be administered outside of school hours.
- Any medication given by the school nurse is given at his/her discretion with completed paperwork.

### **Tylenol Use Procedures**

As a result of warnings issued by the FDA regarding the dangers related to the misuse and overuse of Tylenol (acetaminophen), the nursing department has in place procedures to monitor and discourage the excessive use of this drug during the school day unless there is proper indication for use. As with any medication administration, nursing assessment is required and is given at the nurse's discretion. If the nurse has concerns related to use or overuse, a phone call home and/or doctor's orders for continuation of this medication may be required. If you have questions regarding the specifics of this procedure, please call your school nurse.

### **Physical Exams**

Physical examinations are required for Preschool and Kindergarten registration or upon entry to the district as set by the regulations for the Commonwealth of Massachusetts. Completed physical examination forms should be given to the school nurse. In the event your child has a special medical concern, it is important to your child's safety and well-being that you contact the School Nurse to share this information.

### **State Mandated Screenings**

All health screenings conducted in school are required by Massachusetts State Law. Screenings are ongoing throughout the school year. If you do not wish your child to participate, you must write a letter to the school nurse declining your child's participation. This letter must be written each year and be specific to which screenings you do not wish your child to participate.

#### **Vision Screenings:**

Vision screenings are conducted for students in grades K - 4. Kindergarten students are required to show proof of vision screening with stereopsis prior to entry. Families are notified of any concerns and referred for evaluation as necessary.

#### **Hearing Screenings:**

Hearing screenings are conducted for students in grades K - 3. Families are notified of any concerns and referred for evaluation as necessary.

#### **Body Mass Index (BMI):**

Growth screenings are conducted for students in grades 1 and 4. Height and weight are measured and calculated into BMI or Body Mass Index. Guardians may request, in writing, results from the nurse's office.

### **Insurance**

All children in Massachusetts are eligible for some type of health coverage. For more information, contact the *Health Care for All* helpline at 1-800-272-4232 or online at [www.hcfama.org](http://www.hcfama.org). Also, each year parents may purchase an insurance policy on their children which covers accidental injury. The cost is very reasonable, and it is recommended that parents review the policy upon its offering.

## **Life Threatening Allergies and Other Medical Concerns**

Because there are so many life-threatening allergies and other medical concerns in our schools, along with the need to assure that all staff and adults working with your child in school are aware of your child's medical diagnosis and are able to respond appropriately in case of emergency, parents are required to:

- Notify the school of the child's known allergies or medical issues
- Notify the school in writing as soon as possible after a new diagnosis of an allergy or medical condition.
- Provide medical documentation from the child's health care provider
- A letter of disclosure signed by the parent for release of medical information about their children must be on file with the school
- Provide a list of items (such as but not limited to perfumes, gluten, and/or latex), foods and/or ingredients that would cause a life-threatening reaction.
- Provide an order for epinephrine by a licensed provider as well as other medication needed. Deliver medication(s) to the school nurse in original pharmacy-labeled container(s).
- Collaborate with the school nurse, and multidisciplinary school team to develop an Allergy Action Plan (AAP) and/or Individualized Health Care Plan (IHC)
- When possible, meet with your child's team to review your child's plan. Participate in training and education in the classroom.
- Educate your child in an age-appropriate self-management awareness of his/her allergy and/or medical condition, safe and unsafe actions, items, and/or food strategies for avoiding an allergen, symptoms of an allergic/medical reaction, how and when to tell an adult that a (medical or allergic) reaction is starting, and how to read food and other types of labels that may directly relate to your child's medical concern.
- Provide a photo of the child (when appropriate)
- Provide the school with safe snacks to be used as necessary
- Accompany child on Field Trip, if possible
- Provide up-to-date Emergency Contact numbers.

## **Emergency Medication Availability**

Please be aware that there may be times before and/or after regular school hours that areas of the buildings are locked and emergency medications will not be accessible. Please be aware and plan accordingly to have an extra supply available so that your child will have access to his/her emergency medications on these off hours.

- Emergency medications such as EpiPens and inhalers will automatically be sent with the student on field trips.

## **Peanut/Nut Safe Practices**

The Attleboro Public Schools observe peanut/nut safe practices which requests peanut/nut products not be brought into academic areas. Strict avoidance of peanut/nut products is the only way to prevent a life-threatening allergic reaction. To reduce the risk of exposure, it is recommended that *all academic areas be peanut/nut safe*. Please do not send any peanut or nut containing products for your child to eat during snack in the classrooms. Food treats for celebrations and other special events are not allowed to be sent into the classrooms and "food sharing" is not allowed in order to manage food related concerns in the learning area.

Lunch is eaten in the cafeteria. Your child is allowed to bring peanut butter, peanut, or nut products for lunch. The cafeteria has designated peanut-safe table(s) where any child without peanut/nut products may sit. We are asking for your assistance in providing every student with a safe learning environment.

## **School and Illness: When Your Child Should Stay Home**

When your child is sick, it is important to know when they should stay home from school.

As a general rule, your child should not go to school if they have

- A fever of 100.0 Fahrenheit – your child can return to school after they have been fever-free for 24 hours without the use of medication to treat or prevent fever.
- Diarrhea – your child can return to school after 24 hours without any episodes of diarrhea.
- Vomiting – your child can return to school after 24 hours from the last episode of vomiting.
- Excessive coughing or wheezing
- Illness that requires treatment with an antibiotic – your child should remain home until they have completed 24 hours on prescribed medication. (Examples include but not limited to- strep, impetigo, conjunctivitis)

Please contact your School Nurse with any questions or concerns.

## **Fragrance Free Statement**

Fragranced products can cause people with some chronic illnesses, such as asthma, allergies, sinus problems, rhinitis, and migraine headaches, to suffer severe symptoms. In an effort to help maintain a healthy environment at school, it is respectfully requested that all students be as fragrance-free as possible. It can be accomplished by refraining from excess use of perfume, aftershave, scented lotions, sport creams and /or similar products.

## **Web Information**

For more information, you may access our "Health Services" webpage through the Attleboro Public Schools District page at: [www.attleboroschools.com](http://www.attleboroschools.com). On the home page, click on "Menu" then "For Families" then "Health Services."

## **IV. GENERAL POLICIES AND TERMS**

### **Books and School-Issued Material**

- Lost or damaged textbooks/library/resource books must be paid for in full. Book accounts not cleared will result in administrative action.
- Books and other school-issued materials are checked prior to distribution and collection. Students are responsible for any damage done while in their possession.

### **Cafeteria**

The Attleboro Public Schools are committed to providing nutritious, and well-balanced breakfast and lunch opportunities for our students. The State of Massachusetts provides our students with universal free breakfast and lunch without the need to formally apply through a free and reduced lunch application.

Parents are still able to put funds on account for their students to give them resources to purchase a la carte items beyond a basic lunch through our My School Bucks system, on our school lunch web site. If a student's account balance becomes negative, students will not be allowed to purchase a la carte items. The parent/guardian is responsible for rectifying any negative balance incurred by the end of the school year.

If financial assistance is needed, please contact Patty Sylvester in the Business Office, [psylvester@attleboroschools.com](mailto:psylvester@attleboroschools.com).

In order to maintain a safe and orderly cafeteria, students are expected to follow all cafeteria procedures. Students are expected to leave the area around their table and chairs clean. All lunch litter is to be disposed of in the appropriate containers. Students are expected to dispose of recyclable materials in the appropriate containers when made available. Student failure to act appropriately and follow cafeteria procedures will be subject to disciplinary action by the administration.

### **Care of School Property**

Students shall not deface school property. Anyone who destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, such as tampering with fire alarms, fire extinguishers, or any electrical system, will be referred to the police and/or fire department. The student will be responsible for paying for damages. In cases of arson, larceny, or safety of our students, a referral to the proper law enforcement agency shall be made. Restitution for property damaged is mandated.

### **Childcare**

A before and after school childcare program is available at all elementary schools for grades K-4. Parents interested in ABACUS or who want information about the childcare program are urged to contact the ABACUS office at 508-222-0309.

## **CHROMEBOOKS: School Issued Devices**

Attleboro Public Schools (APS) has adopted a 1:1 Chromebook learning model. The aim is to integrate technology seamlessly into the educational experience. Each student from Grades 2 to 12+ will receive a Chromebook for academic use throughout the school year. Upon exiting the district, the device must be returned to the Office of Instructional Technology (OIT). While students are granted the privilege of Chromebook use, both families and students bear responsibilities in its care and usage.

- All students must agree to and sign the APS Digital Use Form
- Families share the responsibility of educating students about Internet safety and digital citizenship.
- Students must be mindful of their digital footprint and obtain approval before posting online.

### **Decoration**

- Decorating Chromebooks is not permitted. Stickers or drawings may not be placed on any part of the device.
- Keep all rubber, keys, keyboard bezel, serial numbers, and logos of the device intact. If removed this will be considered intentional damage.
- Archiving: Every email message is archived and property of the school.

### **Repairs**

- If you have a problem with your Chromebook, bring it to the office for evaluation or repair to receive a loaner device during repair.
- The Chromebook repair price list can be found on our website. Repair prices are estimates and subject to change.
- The District does not carry accidental damage insurance. Students are responsible for any damage requiring repairs.
- All components of Chromebooks must be returned when upgrading or replacing them. A fee will be assessed for any Chromebook returned without a charger and cable. Updated information can be found on the website.
- Student-owned devices are not supported for instructional purposes and should not be brought to school. Attleboro Public Schools will not be liable for them.

## **Electronic Device Use/ Cell Phone Use/ Smart Watch/ Capturing Photo and Video Images/ Laptops**

Students are not allowed to capture photos, voice recordings, or video images of any person(s) in the school building at any time. This includes film and digital cameras, laptops, the video component of a video phone, photo, or video recorders, or through the use of any other technology used to capture photos or record video images. Exceptions can be made for students fulfilling the requirements of an activity assigned by a teacher.

**The secret use of sound or videotaping devices is illegal (MA General Law Chapter 272 section 99). Videotaping or sound recording a class or individual without the permission of everyone involved is a criminal offense with severe penalties. Students engaging in such activities will be subject to disciplinary action. The inappropriate use of a video or picture cell phone is prohibited at all times; and may also be subject to the Cyber Harassment Policy.**

All personal devices must be stored in backpacks and accessed only with permission of the educator for educational purposes. Personal devices are the responsibility of the student to keep safe and operational.

### **Evacuation of Building**

Students will report to designated area where attendance will be taken. Students are to remain with their teacher until the recall is announced. In case it is determined that we need more time to search the building, school buses will be notified; and students will be relocated to another location for the day. The front door of the school will have that destination posted and a contact phone number.

### **Gender Identity**

Transgender and Gender Nonconforming Students

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), which became effective on July 1, 2012, defines "gender identity" to mean "a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care, or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose."

Every student has the right to be addressed by a name and pronoun that corresponds to their gender identity. Attleboro Public Schools will respect student wishes to be referred by a name and pronoun based on an affirmed change in gender identity, regardless of the student's assigned sex at birth. A court-ordered name or gender change is not required, and the student need not change their official records. The responsibility for determining a student's gender identity rests with the student or, in the case of young students not yet able to advocate for themselves, with the parent/guardian. As such, any student or parent/guardian, as appropriate, may inform a school staff member of their desire to be consistently recognized at school using their stated gender identity.

**Homework Guidelines:** See Appendix A – Policy: IKB



## **Homeless Students**

To the extent practical and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible, including pre-school programs, Title I, similar state programs, special education, ELL programs, vocational and technical education programs, RTI programs and school nutrition programs.

McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Children and youths who are:

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

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

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues their education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them.
4. 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.
5. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services: and
6. A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

The Superintendent shall designate at least one staff member in the district to serve as the Children and Youth in Transition Liaison, whose role will be to fulfill the duties set forth in state and federal law. The Assistant Superintendent will act as the Liaison for the Attleboro Public Schools.

The Attleboro Public Schools will utilize the procedures for Dispute Resolution as defined in the McKinney-Vento Homeless Education Act Section 722(g): 42 U.S.C. 11432(g). If there is an enrollment dispute, the student shall immediately enroll in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing, and the district's liaison will carry out dispute resolution as provided by state rule.

### **Idling of Motor Vehicles**

For the safety of staff and students said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff, and visitors, from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

### **Use of Technology in Instruction Policy**

When using personal devices on school grounds for educational purposes, only the Wi-Fi provided by the school may be accessed. Such use is provided in accordance with the Children's Internet Protection Act (CIPA). The **Children's Internet Protection Act (CIPA)** requires that K12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content. 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 [(Policy IJNDB): See Appendix A].

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.

### **Security and Damages**

The district's network filters will be applied to all connections to the Internet and attempts will not be made to bypass the filters. The district technology staff will advise on personal technological devices only for troubleshooting purposes regarding issues. Infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of this policy. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of this policy. The district has the right to collect and examine any device that is suspected of interfering with the network; or is the source of an attack or virus infection.

While using a school computer the student will not:

- Willfully attempt to use or cause damage to the computer hardware or network
- Enter the computer network using someone else's login and password
- Use a removable media storage device from home without permission
- Install, delete, or change and files of programs in the computer or network
- Change or reconfigure any of the computer's preset settings or properties
- Save any unnecessary or frivolous files to the hard drives
- Use the computer for things other than educational purposes

In using the Internet, the student will not:

- Visit inappropriate web sites as defined by normal school standards
- Use e-mail, instant messengers, chat lines, chat rooms, blogs unless directed by a teacher
- Use abusive, foul, obscene, threatening, harassing, annoying, or libelous language
- Download any files or programs unless directed by a teacher
- Listen to music or watch videos unless directed by a teacher
- Divulge any personal information such as addresses and phone numbers

### **MASSACHUSETTS COMPUTER CRIME BILL**

"Under the provisions of the Massachusetts Computer Crime Bill, it is illegal to access any computer system or part of a computer system that you do not have permission to use. This is known as electronic trespass. It is also illegal to alter or destroy electronic data such as files and passwords. This applies to any computer whether it is connected to a network or not.

## **Library Access**

Parents/Guardians who wish to restrict the access of their student to specific titles through the school library should contact the School Principal. A full listing of each school's [collection](#) is available for review on our school websites.

## **Lockers/ Personal Property**

Every student is provided with a space or locker for his/her belongings. The school cannot accept the responsibility for personal property on school premises. Such property is brought in at the student's own risk. It is the student's responsibility to keep lockers, desks, or personal space clean. Only those materials necessary for schoolwork may be brought into the building.

- Students may not bring skateboards or inline skates to school. To ensure safety of students, violation of this policy may result in the item being confiscated.
- Cellular phones, electronic devices, and any item deemed inappropriate for the educational process are prohibited without teacher and/or Administrative discretion.
- Responsibility to keep personal technology secure rests with the individual owner. The district is NOT responsible for stolen or damaged personal technological devices. The district is NOT responsible for the maintenance or repair of any personal technology. The district is NOT responsible for any costs incurred due to use of personal technology.

## **Search and Seizure Policy**

The Attleboro School Committee recognizes that School Administrators are under an obligation to ensure that reasonable safety, discipline, and good order be maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes-conflicting need of school officials to ensure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

### **Search of Student Lockers and Desks**

1. Lockers and desks are the property of the Attleboro Public Schools. The Attleboro Public Schools maintain control of all locks affixed to lockers. No other locks are permitted; and such locks will be removed by the school administration.
2. Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
3. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule or Federal, State or Local law in a locker or desk.
4. Items/substances prohibited from being in lockers include but are not limited to guns/knives/weapons (real or fake), drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.

5. Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time and prohibited items/substances will be seized.

### **Search of Students and Their Belongings**

1. 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 impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.
2. 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, search 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 in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official. Use of canines on the exterior of vehicles or other items to detect odors do not constitute a search.
3. Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
4. Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

### **Lost and Found**

A lost and found area is designed in each elementary school. The proper place to return an article, if you find it, is to the Principal's Office. Owners will appreciate your thoughtfulness. It is recommended that all students' items have their name on it.

### **Family Involvement**

The goal of a viable school is active parent involvement. It is essential for parents to meet their child's teacher in order to support and provide assistance to their child. All elementary schools will hold a Welcome Back Night and you will be given the opportunity to meet your child's teachers. Your participation is a vital link in good communication and gives you the opportunity to better understand your child in his/her school environment. The Attleboro School Committee

requires all volunteers to complete a CORI (Criminal Offender Record Information) application before volunteering at school. A new CORI must be submitted every three (3) years.

The school involves parents in a number of ways as volunteers for specific projects. Some of these are to assist for Welcome Back Night, field trips, PTO activities, curriculum nights, family nights, classroom tutoring, and orientation programs.

### **Personal Appearance/ Dress Code**

The primary responsibility for a student's attire resides with the student and families/caregivers. The school district and individual schools are responsible for seeing that student attire does not cause disruption or disorder within the school, interfere with the health or safety of any student, or contribute to a hostile or intimidating atmosphere for any student.

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Clothing must cover undergarments (waistbands and straps excluded). Clothing fabric must be opaque. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other classroom or activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Students may not wear:

- Clothing that contains violent language or images
- Clothing that contains images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Clothing that contains hate speech, profanity, pornography, or gang affiliation
- Clothing that contains images or language that creates a hostile or intimidating environment based on any protected class.
- Bathing suits
- Shoes with wheels in the heel.
- Flip flops, slides, and open toed, backless sandals are all unsafe footwear at our elementary schools

Students may wear hats or hoods so long as such headwear does not obscure or block the student's face, staff are able to maintain eye contact with the student, and the headwear does not inhibit the student's ability to engage in learning. Consistent with M.G.L. c. 76, § 5, the school district does not discriminate based on race or traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles. "Protective hairstyle" includes, but is not limited to, braids, locks, twists, Bantu knots, hair coverings and other formations. Students who fail to meet these standards will be required to make appropriate changes. This list is not meant to be all-inclusive. Fads and styles change quickly and require the judgment of the school administration and staff in the areas of health, safety, and disruptions to the educational process.

### **Personal Electronic Devices (PEDs)**

Student cell phone usage is prohibited on school grounds during school hours and while on the bus. During the instructional day, students are required to keep their cell phones out of sight and powered off. They are not permitted to carry them on their person.

### **Physical Education**

All students are expected to participate in physical education classes unless a note from a parent is received giving a valid reason for the short-term non-participation. A physician's note is required when a child is not to participate in gym or recess describing the reason and length of time. A follow-up note is expected to notify the school of return to normal participation. During gym activities, sneakers with laces must be tied for safety.

### **Publication Releases**

Under Department of Education regulations (specifically 603 CMR 23.07(4)(a)), the school may release for publication certain "directory" information concerning your child without first obtaining your consent. The information, which may be released for publication, may include the "student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans". If you do not wish this information concerning your child to be released for publication without consent, please notify your child's principal in writing.

### **Recess**

Recess periods are scheduled for students on a daily basis. All students are expected to participate unless a note from a physician indicating a medical reason is received. Students are required to enter the playground, play in designated areas assigned with respect for the rules and return into the classroom in an orderly manner. Students will not participate in an outdoor recess during inclement or exceptional weather conditions. Appropriate footwear and outer clothing is requested. The 15 minutes before school and after school are not considered recess.

### **School Council**

The Council membership is comprised of a representative from the administration, elected members from the parent organization, elected members of the teaching staff, and the invited business community members. The School Council meets regularly throughout the year to review the budget, support school achievement, enhance student activities and develop a School Improvement Plan, which will address budget, curriculum, assessment, community activities and student achievement. The School Council presents the completed School Improvement Plan to the Attleboro School Committee for approval.

## **Student Identification (ID) Cards**

Students are provided with a school-issued identification card. At the elementary level, students do not wear them as identification; however, the cards are used for various activities during the school day including lunch access.

## **Student Records**

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

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

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

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

***Inspection of Record*** - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

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

***Amendment of Record*** - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the



decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

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

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

**Transfer of Records** - In accordance with 603 CMR 23.07(4)(g), it is the practice of the Attleboro Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public-school district if the disclosure is for purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

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

**Third Party Access** - Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee

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

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

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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:

1. *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.
2. *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.
3. *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 Attleboro Public Schools will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

#### **Students with Disabilities: Special Education and Section 504**

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

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

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

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

### **Transportation**

To ensure the safety and welfare of everyone on the bus, video cameras may be used to monitor bus behavior. All students who ride the bus are expected to adhere to Student Transportation policies [(Policy EEA; EEAE) See Appendix A].

### **Video Surveillance**

Attleboro Public Schools uses surveillance cameras located inside and outside the building to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by district policy, this *Student Handbook*, and related laws. Students observed by video surveillance in acts which break school district policy, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures, or disciplinary guidelines. Surveillance footage is for administrative use only and is generally not maintained as part of the student record.

## **APPENDIX A: SCHOOL COMMITTEE POLICIES**

The Attleboro School Committee district policies were used as guidelines in the development of this Handbook. A copy of the School Committee Policy Binder is available for review on the District's website located at

<https://www.attleboroschools.com/o/sc/page/policy-index>

## **APPENDIX B: LEGAL ISSUES**

The following Federal Regulations and Massachusetts General Laws were used as guidelines in the development of this Handbook.

Chapter 51	Protective Eye Devices
Chapter 71, Section 32A	Parental Notification Act
Chapter 71	Tobacco Use
Chapter 119, Section 51A	Child Abuse
Chapter 266, Section 102A-½	Hoax Devices
Chapter 269, Section 17	Hazing
Chapter 622 & Title IX	
Title IX	Sex Discrimination
Chapter 622	Discrimination in Public Schools
MGL 151C, Chapter 622	Harassment
Chapter 71, Section 34H	Non-Custodial Parents' Rights
Chapter 71, Section 37H	Expulsion: Weapons Assault
Chapter 71, Section 37H-1/2	Suspension/ Expulsion: Felony
Chapter 272, Section 99	Audio, Video Taping

### **CHAPTER 51**

#### **Protective Eye Devices**

An act requiring pupils and teachers to wear eye protective devices when attending certain classes in public schools:

"The School Committee of each city or town shall require each pupil and teacher in a public school to wear industrial quality eye protective devices, approved by the Department of Public Safety, while attending classes in vocational or industrial art shops or laboratories, in which caustic or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, of the milling, sawing, stamping or cutting of solid materials or any similar dangerous process is taught, exposure to which might have a tendency to cause damage to the eyes. Visitors to such classrooms or laboratories shall also be required to wear protective devices."

### **CHAPTER 71, Section 32A**

#### **Parental Notification Act**

General Laws Chapter 71, Section 32A, commonly referred to as the Parental Notification Act, requires schools to notify parents / guardians of public school students of all curriculum which primarily involves human sexual education or human sexuality issues. The Attleboro School District has a comprehensive health education program which includes developmentally appropriate instruction in personal growth, human sexuality, and HIV / AIDS prevention which builds sequentially from the elementary through the high school years.

Where education on sexuality issues is a *primary* focus of a course or unit, such as in puberty education in the elementary schools, or Personal Development and Human Sexuality courses in the middle and high

schools, parents will be sent a letter of notification, with the option of exempting their child from the course or unit.

Where sexuality issues are peripherally related to the intent of the instruction, such as in courses or units in Biology, Anatomy and Physiology, current events, HIV awareness or assault prevention as part of a comprehensive health program, there will be no further notification.

The School Department strongly recommends that all students participate in the curriculum specified by the Health Advisory Committee and approved by the School Committee.

If, however, parents or guardians wish to exempt their children from any portion of the curriculum which involves human sexuality issues, they may do so through written notification to the principal. No child so exempted shall be penalized by reason of such exemption.

Curricular materials related to human sexuality courses or units are available for review at parents' nights or by appointment by contacting the Health Coordinator.

## **CHAPTER 71**

### **Tobacco Use**

According to Massachusetts General Laws Chapter 71, there is to be no use of any tobacco products by any student or staff in SCHOOL, on SCHOOL GROUNDS, or in a SCHOOL BUS (subject to disciplinary code.) Additionally: tobacco products visibly displayed by any student will be surrendered to any faculty, staff or administrator.

Attleboro Health Department Regulation 23, Section 6A, make it unlawful for any person to smoke on public and private school grounds. Such violation shall be subject to fines and penalties. Attleboro Health Department Regulation 23, Section 10 prohibits a minor from possession of a tobacco product in any public place, and or open public place within the City of Attleboro. Any minor found in possession of any tobacco product shall have the product confiscated and be subject to fine and penalty.

## **CHAPTER 119, Section 51A**

### **Child Abuse Law**

Under Massachusetts General Laws Chapter 119, Section 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen is suffering serious physical or emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Children and Families.

## **CHAPTER 266, Section 102A-1/2**

### **Hoax Devices**

The new statute establishes that it is a felony for any person to possess, transport, use, or place, or cause another to possess, transport, use, or place, a fake bomb or "hoax device" with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. The statute defines a "hoax device" as any device that would cause a person reasonably to believe that it places in danger life or property by fire or explosion. A person convicted under this statute may be fined up to \$5,000 and/or sentenced up to two and one-half years in a house of correction or five years in a state prison.

Existing laws criminalize false fire alarms (G. L. c. 266 sec. 13) and false reports of the location of any explosive or other dangerous substance (G. L. c. 266 sec. 14).

## **CHAPTER 269, Section 17**

This law was amended in 1985 to include the following sections on prohibiting the practice of hazing:

### **Hazing**

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

The term "hazing" as used in this section and in sections eighteen and nineteen (not presented here), 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 weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

### **Section 18**

Whoever knows that another 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 five hundred dollars.

### **Section 19**

Statement of Compliance and Discipline Policy required from the Hazing Section of State Law.

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen. Each secondary school and each public or private school or college 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 the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents in the case of secondary schools, then 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 a report. Added at St. 1985, c.536.

## **CHAPTER 622 AND TITLE IX**

Two important pieces of legislation affecting the public schools have been implemented at the federal and state levels respectively. Title IX of the Educational Amendments of 1972, the federal law, prohibits discrimination in school on the basis of sex. Chapter 622 of the General Laws, Acts of 1971, the state law, prohibits discrimination in schools on the basis of race, color, sex, religion or national origin. These are somewhat different in scope and coverage and are explained separately below:



## **Title IX**

### **Prohibits Sex Discrimination**

Congress passed Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. On May 27, 1972, President Ford signed the final version of the regulations, which govern legislation. The governing regulations effective July 21, 1972, cover all aspects of sex discrimination in schools with regard to admissions, treatment of students and employment. Specifically, Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under an education program or activity receiving Federal Financial Assistance.

Copies of Title IX may be obtained from the U. S. Department of Education Office of Civil Rights, 33 Arch Street, Ninth Floor, Boston, Massachusetts 02110. Telephone: 617-289-0111.

### **Chapter 622** – “An Act to Prohibit Discrimination in the Public Schools”

Passed in August 1971, Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools."

The Law reads as follows:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from that public school on account of race, color, sex, religion or national origin of such child.

On June 24, 1975, the State Board of Education approved regulations for Chapter 622. These regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content and extra-curricular and athletic activities.

Copies of the law and the regulations pertaining to Chapter 622 can be obtained from the Office of the Civil Rights, U.S. Department of Education, Five Post Office Square – 8<sup>th</sup> Floor, Boston, MA 02109-3921 - (617) 289-0111.

The Attleboro School Committee supports Title IX and Chapter 622 and discriminates neither in employment nor educational programs and activities on the basis of race, color, sex, religion or national origin. Any questions or grievances regarding Chapter 622 may be directed to the local coordinator, the Assistant Superintendent.

### **Massachusetts General Laws: MGL 151C, Chapter 622 Harassment**

Attleboro Elementary Schools will provide to all an environment free from harassment. The schools are committed to courteous and considerate treatment of students and employees at all times as an accepted standard of behavior. Attleboro Elementary Schools will have an atmosphere free of tension caused by demeaning or inappropriate gender identity, religious, racial, sexual or ethnic comments. It is the policy of Attleboro Elementary Schools to prohibit harassment by any of its agents, officers, employees or students and has set forth a process by which allegations of harassment may be filed, investigated and resolved.

**Responsibility:**

It is the obligation of each person to report any conduct which violates the harassment policy at all Attleboro Elementary Schools regardless of whether or not the person is a victim; whether the violator is a student, agent or staff member; and regardless of the sex of the offender. This policy also applies equally to all individuals at all Attleboro Elementary Schools, and covers all relationships including, but not limited to, peer relationships, student/staff and student/teacher. Everyone in all Attleboro Elementary Schools is responsible for ensuring that his or her behavior is free from sexual harassment or any form of harassment and no individual should engage in, condone, or encourage harassing behavior.

**Definitions****Harassment:**

In General: Harassment includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that shows disrespect to others based upon race, color, sex, religion, national origin, sexual orientation, age, or disability. The act of bullying/cyber-bullying may accompany harassment.

Bullying/cyber-bullying is the severe and/or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to the other student's property;
- placing the other student in reasonable fear of harm, or of damage to their property;
- creating a hostile environment at school for the other student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

**Sexual Harassment:**

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee as a basis for education, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education, or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile, or offensive work or school environment.

**HARASSMENT AND RETALIATION PROHIBITED:**

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at school-related events. In addition, retaliation against any individual who has brought harassment or other

inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Attleboro Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion, or other sanctions as determined by the school district administration subject to applicable procedural requirements.

## **NONDISCRIMINATION/ANTI-HARASSMENT PROCEDURES**

### **Investigation Process**

Any individual who believes he or she has been harassed, or who has witnessed or learned about the harassment of another person in the school environment, should inform the School Principal or appropriate discrimination/harassment complaint official as soon as possible. If the individual does not address the problem in an effective manner, the individual should inform the appropriate discrimination/harassment complaint official. The discrimination/harassment complaint officials for the Attleboro Public Schools are:

#### Titles VI, VII, IX, Chapter 622, and Age Discrimination Coordinator

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
One Blue Pride Way, Attleboro, Massachusetts 02703  
(508) 222-0012, ext. 10010

#### Section 504/Americans with Disabilities Act (ADA)

Ivone Medeiros, Director of Special Education and Student Support Services  
Attleboro Public Schools  
One Blue Pride Way, Attleboro, Massachusetts 02703-2799  
(508) 222-0012, ext. 10057

#### Titles VI, VII, IX, Chapter 622, Section 504/ADA and Age Discrimination Appeals Officer

Laurie Regan, Assistant Superintendent  
Attleboro Public Schools  
One Blue Pride Way, Attleboro Massachusetts 02703-2799  
(508) 222-0012, ext. 10010

#### U.S. Department of Education Office of Civil Rights

Five Post Office Square, 8th Floor  
Boston, MA 02109-3921  
Phone: (617) 289-0111  
Fax: (617) 289-0150

The Attleboro Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

Complaints between the alleged victim and the alleged harasser may be handled two ways: through an Informal or Formal Procedure.

- A. A student who has a complaint against another student may choose to use the Informal Procedure.
- B. An employee who has a complaint against another employee may choose to use the Informal Procedure.
- C. A student who has a complaint against an employee shall be handled only through the Formal Procedure.

In certain cases, the harassment of a student may constitute child abuse under state law. The Attleboro Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

Please note that if the student or employee who is the alleged victim or the alleged harasser chooses not to utilize the Informal Procedure; or feels that the Informal Procedure is inadequate or has been unsuccessful, s/he may proceed to the Formal Procedure.

### **Appeals**

A party may appeal the decision of the school principal or the discrimination/harassment complaint official in writing to the Superintendent within fifteen (15) workdays of receipt of the findings of the formal procedure. The Superintendent will review the adequacy of the investigations and the conclusions. Parties will be given an opportunity to present their case to the Superintendent.

### **Reporting of Potential Physical and/or Sexual Abuse**

Several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of a child, including but not limited to incest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also be possible physical and/or sexual abuse under Massachusetts law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Social Services within 24 hours of the time the educator becomes aware of the suspected abuse.

### **Confidentiality**

The Attleboro Public Schools recognizes that both the alleged victim and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the alleged victim, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **CHAPTER 71, Section 34H**

### **Non-custodial Parents' Rights**

General Laws Chapter 71, Section 34H, commonly referred to as the Non-Custodial Parents' Rights. It is the policy of the Attleboro School Committee that, as required by General Laws Chapter 71, section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school District will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to

standardize the process by which public schools provide student record to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties. (File KBBA)

## **CHAPTER 71, Section 37H**

### **Expulsion for Possession of a Dangerous Weapon or a Controlled Substance or Assault of Educational Personnel**

The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

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

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

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

## **CHAPTER 71, Section 37H1/2**

### **Suspension/ Expulsion for a Felony Charge or Conviction**

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

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

process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

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

#### **CHAPTER 71, Section 37H3/4**

#### **Suspension/ Expulsion for All Other Students**

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

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

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

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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



## **ATTLEBORO PUBLIC SCHOOLS PARENT ACKNOWLEDGEMENT**

I have reviewed and I understand the regulations and policies contained in the Attleboro Public Schools Elementary School Handbook as they pertain to my child.

I understand that my child is responsible for following the regulations and policies of the Elementary Schools.

I am aware of the parental role regarding attendance, tardiness, dismissal, emergency information, publication releases, family vacations, general information, medical information, transportation policy, Student Code of Conduct, disciplinary policy, district policy, and legal issues.

I understand that Attleboro Public School Policy Index is available on the district website at <https://www.attleboroschools.com/o/sc/page/policy-index>.

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

Grade: \_\_\_\_\_

(Please Print Student's Name)

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

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

The Attleboro Public School System does not discriminate on the basis of age, color, disability, national origin, race, gender identity, religion, sex, or sexual orientation.