2026 - 2027

Student Handbook
Jordan/Jackson
Elementary School



Mansfield Public Schools
Jordan/Jackson Elementary School
Mansfield School Committee Policy

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Mansfield, MA 02048
www.mansfieldschools.com

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To request a hard copy of this handbook, please contact the main office.

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

Tanpri rele biwo prensipal lekòl la si w ta renmen tradui dokiman sa a nan yon lòt lang ki pa Angle.

如果您希望将本文件翻译成英语以外的语言，请致电学校总办公室。

الرجاء الإتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

مهرباني وکړئ په ښوونځي کې اصلي دفتر ته زنګ ووهئ که تاسو غواړئ دا سند د انګلیسي پرته بلې ژبې ته وژباړئ.

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Diane Ready, Member
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Nondiscrimination Statement and Anti Harassment Procedures -

#AC, #AC-R #ACA, #ACE

The Mansfield Public Schools prohibits unlawful discrimination, harassment (including sexual

harassment), and retaliation against anyone based on race (including traits historically associated with race including, but not limited to, hair texture, hair type, hair length and protective hair styles), color, age, disability, sex (including pregnancy, pregnancy-related conditions, or recovery from these conditions, including but not limited to, lactation), sexual orientation, gender identity or expression, religion or religious belief, national origin, ethnicity, ancestry, retaliation, marital status, familial status, genetic information, veteran or military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in education, admission, access to or treatment in, its programs, services, benefits, activities, and terms and conditions of employment.

The District's Title IX and Civil Rights Compliance Officer is Amy Bright 508-261-7500 Amy.Bright@mansfieldschools.com.

MANSFIELD ELEMENTARY SCHOOLS
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MANSFIELD PUBLIC SCHOOLS VISION AND MISSION STATEMENTS AND CORE VALUES

Vision and Mission Statements

Vision - The Mansfield Public Schools will foster an environment where all students share a sense of belonging and experience academic and personal growth. We will inspire and empower active and engaged learners, citizens, innovators, and communicators.

Mission - The Mansfield Public Schools supports each student so they feel recognized and valued. All students are empowered academically, socially, and emotionally so they can reach their maximum potential.

Core Values - Mansfield Public Schools: Where students learn to love learning

Belonging - We build a supportive and understanding community through kindness, respect, and empathy.

Collaboration - We work together, share ideas, respect each other, and celebrate our achievements as a community.

Curiosity - We question, explore, and discover in order to foster a love of learning, not just for school but for life.

Integrity - We are honest and do the right thing, even when no one is watching.

Resilience - We adapt and grow in the face of adversity, always persevering and continuing to try.

JORDAN/JACKSON WELCOME LETTER

Dear Jordan/Jackson Families,

Welcome to a brand new school year! There is something special about the beginning of a school year. Classrooms are ready, teachers have been hard at work preparing engaging lessons, and we eagerly await the energy and excitement that students bring to our building. We are thrilled to welcome both returning and new families to Jordan/Jackson Elementary School.

This year, we will continue to focus on something that has a tremendous impact on student success: being present and connected to school. Every day matters. Each day students walk through our doors, they have opportunities to learn something new, build relationships, participate in classroom experiences, and contribute to our school community. Over the course of 180 school days, those moments add up to meaningful growth. We recognize that families sometimes face challenges that impact attendance, and we are committed to partnering with you to support your child's success and help every student make the most of their time at Jordan/Jackson.

A strong sense of belonging remains at the heart of who we are as a school community. We want every student to know that they are valued, their voice matters, and they have an important role in our school. This year, we will continue strengthening our school culture through our Mansfield Public Schools Core Values of Belonging, Collaboration, Curiosity, Integrity, and Resilience. Through our Everyday Speech social-emotional learning curriculum and our Buzz Bucks recognition program, we will continue creating opportunities to celebrate students who demonstrate these values each day.

We are also excited for another year of engaging and meaningful learning. Our dedicated teachers have been preparing rich experiences that encourage students to think critically, collaborate with others, and explore their curiosity. Students will continue learning through hands-on opportunities in our STEM Lab, Science Lab, community garden, and flexible learning spaces while building strong foundations in literacy and mathematics. This year marks our second year implementing Wonders ELA Curriculum and our third year with Reveal Math, allowing us to continue building on the instructional practices and learning experiences that support all students.

Thank you for your continued partnership and for entrusting us with your children each day. Schools are strongest when families and educators work together, and we are grateful for the opportunity to support your child's growth. We look forward to welcoming students back, celebrating their successes, and making this a wonderful year at Jordan/Jackson Elementary School.

Here's to a year of learning, connection, and making every day count!

Kindly,

Denise daGraca
Principal

JORDAN/JACKSON ELEMENTARY SCHOOL HOURS

BREAKFAST	8:05 AM
STUDENT SUPERVISION	8:15 AM
SCHOOL HOURS	8:15 AM - 2:25 PM
OFFICE HOURS	7:30AM – 3:30PM
EARLY DISMISSAL	11:40 AM (Lunches are served)

Any student who has not reported to homeroom by 8:15 AM will be marked tardy and needs to be signed in at the welcome window before proceeding to class.

JORDAN/JACKSON ELEMENTARY SCHOOL DELAY SCHEDULE

- If there is a 1-Hour Delay, breakfast and student supervision will begin at 9:05 AM, and school will begin at 9:15 AM
- If there is a 90-minute delay, breakfast and student supervision will begin at 9:35 AM, and school will begin at 9:45AM
- If there is a 2-hour delay, breakfast and student supervision will begin at 10:05 AM, and school will begin at 10:15 AM

SECTION ONE: POLICIES, PRACTICES, AND PROCEDURES

HANDBOOK POLICIES AND PRACTICES - #CHCA
It is the intent of the Mansfield School Committee that student handbooks will conform in all respects with School Committee Policy and federal and state laws and regulations.

The Mansfield Public Schools adheres to federal and state laws and regulations. The Mansfield School Committee reviews and updates its policies on a continual basis. Changes to district policy are sometimes made after the beginning of a school year and thus will not be reflected in this publication. Any School Committee policy referenced in this handbook may have an updated version on the district website that would supersede the handbook policy. For the most recent version of all district policies, please visit the Mansfield School Committee Policy page.

- Denotes District Policy Code Identification

ARRIVAL AND DISMISSAL

General Procedures:
Crossing guards are stationed at key locations on the East Street campus during the hours when students are going to and from school to ensure the safety of students and other pedestrians. Students need to obey the crossing guards and follow the safety rules.

Crossing guards are assigned to the following crossings:

- East Street and the driveway entrances
- East Street and Hope Street

To ensure student safety and maintain smooth traffic flow, families must use the lower drop-off and pick-up loop and park along the right side only. Drop-off and pick-up are not permitted behind the building. Double parking in the lower loop, East Street or in the bus loop directly in front of the building is strictly prohibited,as it obstructs access for emergency vehicles and creates unsafe conditions for students entering or exiting vehicles.

At the start and close of the school day, the traffic is congested. The cooperation and care of parents/guardians is essential to ensure that no youngster going to or from school is injured by an automobile.

For safety reasons, the Mansfield Fire Department regulations require that the fire lane/bus lane be kept open at all times. This fire lane/bus lane is not to be used at any time for parking or as an access road to the school.

There are two parking lots for the Jordan/Jackson School. The West Lot, which is closest to the Robinson Elementary School and the East Lot, which is closest to Ware Street. They are intended for faculty. Vehicles need to be completely off the road. Under no circumstances is double parking allowed.

The Drop-off Lane is used for students departing private vehicles. Live parking is permitted on the right hand side as the driver waits for the student to exit the vehicle. Students may enter the building at 8:05 A.M. Students coming for the breakfast program may arrive at 8:00 A.M.

Parents/guardians are not to meet their students in the bus loop or on the driveway close to East Street. Parents/guardians who need to come into the building at dismissal are asked to use the Visitors' Parking.

All Walkers will be dismissed to the front of the building and are expected to cross from the upper bus loop to the lower driveway using the designated crosswalks and sidewalks. Students should meet their parents/guardians at predetermined locations. Any student who is meeting a parent/guardian at Mansfield High School or Qualters Middle School, should use the paved path through the East Street Field.

Bus riders will proceed to the bus line-up between the Jordan/Jackson and the Robinson Schools. Family pets are not allowed in the arrival and dismissal area.

Early Dismissal/Dismissal Procedures
To ensure the safety of all students, the following procedure is required when the daily dismissal routine is changed for a student.

All in-person requests for early dismissals must occur through the visitor's entrance. If dismissing a student early by phone, please call the school. Photo identification will be required for authorization to take a student from school.

Early Dismissal to Parent/Guardian
Parents/guardians wishing to have their students dismissed must report to the visitors' entrance. The student will then be called to the visitor's entrance for dismissal. Photo identification will be required. Parents/guardians who accompany their students on field trips must follow standard procedures to dismiss their students after the field trip.

Early Dismissal with Someone Other than the Parent or Guardian
In the event that a student is to be picked up by any person other than the parent/ guardian, a note from the parent/guardian needs to be sent that day to the student's teacher. If a student is to be dismissed with a person other than a parent/guardian, the name of that person must be designated on the Emergency Form on file in the school office. Students will be dismissed only to a parent, guardian or other person designated on the Emergency Form. The person picking up the student needs to report to the visitor's entrance to provide picture identification. If the person has never come before to pick up the student, it is best to arrive ten minutes early.

Any student leaving the school premises during the school day is required to have a written note or email from the parent/guardian to the student's teacher. This note must include:

- Date
- Full name of the parent/guardian making the request

- First and last name of the student
- Name of student's teacher and grade
- A telephone number where the parent/guardian may be reached to verify the information
- A clear statement of the dismissal plans, for example, the first and last name of the person who will pick up the student and where the student is to go after dismissal
- Signature of the parent/guardian making the request for dismissal
- Signature and valid identification of the person other than the parent/guardian with whom the student is to be dismissed

Emergency Dismissal

In a case of emergency when a note has not been sent and a transportation change needs to be made, parents/guardians are to call the visitor's entrance for approval. The office will then notify the student's teacher about the dismissal instructions.

Bus Dismissal Change

If a student who usually rides the bus is being picked up at school, a note needs to be sent to the student's teacher indicating the name of the person picking up the student. The person picking up the student must have a valid form of photo identification in hand at the pick up and this person should be listed on the emergency form.

Due to the difficulty in verifying identification, parents/guardians are asked to avoid telephone calls requesting changes about a student's dismissal information. A note with the above information is the safest way to change the arrangements for the dismissal of a student.

In extreme emergency cases that necessitate changes through a telephone call, the same information stated above that would have been included in a note is required. Students will be dismissed through the visitor's entrance only. No student will be allowed to be picked up outside of the office.

To ensure the safety of all our students, all changes in the standard dismissal must be authorized through the visitor's entrance, including last minute changes such as taking the student rather than letting them ride the bus. A student will not be dismissed unless the school administration is completely satisfied the dismissal is in fact a directive from the student's parent/guardian.

ATTENDANCE - #JH

Attendance at school is vital for student success, as their presence in the classroom enhances their active learning as they take part in classroom lessons and discussions. Although work will always be available to a student in their absence, engagement in the daily classroom and lesson cannot be duplicated. In support of student success, the compulsory attendance law in Massachusetts (Chapter 76, Section 2) requires that all students, ages 6 to 16 (inclusive) must attend school. The law allows unexcused absence not exceeding seven (full) day sessions or fourteen half-day sessions in any period of six months. Students are considered chronically absent when they have missed ten percent of the scheduled school days. According to

Massachusetts law, absences may be excused for the following reasons:

- Documented court appearance
- Religious observances (prior written notification to administration)
- Bereavements with parental letter
- Family emergency (submit a written explanation to building administration for approval)
- Medical (documentation from a health care provider/doctor); Dismissal from school by the school nurse may be considered an excused absence for the day of dismissal and the following day if school exclusion guidelines are met. Refer to the school exclusion guideline in the Student Handbook.
- Weather so inclement as to endanger the health of the student

Students must be in attendance for a minimum of three hours to be marked present for the entire day. Please help us by making school attendance a priority. Remember, we are here to assist you and answer any questions.

The Jordan/Jackson School is committed to reaching out to the families/guardians of chronically absent students (those with absences at or exceeding 10%) to help implement a plan to improve attendance. When absences are excessive or unexcused (seven-day sessions or fourteen half-day sessions in any given six month period) the school will implement a more detailed process that may involve the following:

- Sending home a notification letter to ensure the family is aware of the student's attendance
- Contacting the parent/guardian to arrange an attendance meeting to address concerns
- Seeking help for the student and their family through supportive counseling, meetings and, if necessary, court action. Students are considered chronically absent when they have missed ten percent of the scheduled school days.

Please refer to School Committee Policy JH concerning student absences and excuses.

Parents/guardians are encouraged to use good judgment in keeping students home from school. Students who are ill have a difficult time attending to work and expose others to illness. School absences accompanied by a doctor's note are excused absences. Communicable diseases are easily spread in classrooms. As stated in the health services policy section of this handbook, students with such diseases should always be kept at home until parents/guardians are assured by their physicians that the student is well enough to return to school.

Absence Notification

We ask that parents /guardians call the school on the day a student is ill and absent from school. Students with prolonged or communicable illness may be referred to the school nurse for more

information. In addition, for the safety and protection of our students, absences must be explained in writing to the classroom teacher on the day that the student returns to school.

The Mansfield Public Schools generates automated calls and emails with our Apptegy notification system to notify parents/guardians when their student is marked absent from school. Calls will be made to parents/guardians of students in grades 1-12 and who have not already called the school office to make notification of the student's absence. The Apptegy phone calls will be generated for the Jordan/Jackson Elementary School at 10:00 AM.

It will be at the discretion of the teacher to determine which pieces of schoolwork will be completed and determine a reasonable timeline for its completion.

A student who is absent on the day of a student activity will be ineligible to participate in extracurricular activities. Attending at least three hours of the school day constitutes attendance for eligibility.

Religious Holidays/Observances
In recognition that the community continues to become more diverse, the Mansfield Public Schools recognize that a number of religious and holy days occur during the school year and adhere to the following practices:

All students will be allowed to observe and participate in their religious activities, without penalty. These students will receive an excused absence. Students will be allowed to make up class work, homework and/or any assignments during their religious absence.

Long term reports or special projects, which are due on one of the major religious days, will be submitted to the teacher on a mutually agreed upon date, prior to or following the pupil's return to school, with no late penalty.

Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holiday or holy day. Provisions should be made for students who expect to be absent. Please notify the teacher in order to obtain assignments that may be necessary ahead of time. In no situation will a student be made to feel uncomfortable because he or she chooses to exercise their religious convictions. Mansfield Schools appreciates and understands that religious observances often involve family activities. Students should not be expected to complete homework, study for tests, or complete other school work during their absence. Students will be given the opportunity to make up this work within an appropriate amount of time determined by the teacher.

Tardiness
If a student is late for school, they must report to the visitor's entrance with an adult to explain the tardiness before proceeding to class. A tardy student interrupts instruction when entering the classroom and misses important directions or the introduction of a concept or skill.

Vacations

Being present at school is the first step in becoming a productive student and acquiring a good education. Please make every effort to schedule family vacations during school breaks. The district calendar is available online at the Mansfield Public Schools website. Following a student's return from vacation parents/guardians should notify the teacher to discuss the arrangements for making up the missed schoolwork. Teachers are not expected to provide students work in advance of any vacation. Missed school days due to a non-school vacation will be marked as an unexcused absence.

CARE OF SCHOOL PROPERTY, BOOKS AND EQUIPMENT #JQ

Students should not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil or any other instrument. Each student is responsible for returning in a timely manner all classroom and library books, athletic equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to them. A student will be responsible for returning such materials in the same condition in which they were entrusted or loaned to the student and will bear the cost of repairing or replacing the damaged, lost or stolen materials. Failure to return such materials upon request will subject the student to disciplinary consequences and the potential loss of privileges.

Students will be responsible for their school-issued Chromebook, including the mouse and power cord if applicable. A student is not responsible for maintaining and servicing the school-issued Chromebook. A student will contact the Technology Department for technical or service questions regarding all aspects of the school-issued Chromebook. Students are expected to bring their school issued device charged and ready for use everyday; use of Chromebook remains at the discretion of the classroom teacher. For further information consult the Mansfield Public School Responsible Use Policy.

FINANCIAL OBLIGATION #JQ

Students occasionally incur financial obligations as a result of circumstance or willful misbehavior. Lost books, misplaced and or damaged school supplies and equipment can result in such financial obligations.

CELL PHONE, ELECTRONIC DEVICES AND VALUABLE ITEMS – #IJNDB - R

The use of electronic communication devices, when these devices are used to communicate via voice or text, are prohibited in the Mansfield Public Schools during the school day. Electronic communication devices, may include but are not limited to, cell phones, smartwatches, fitness monitors, tablets, laptops, video game consoles. If a student is using electronic communication devices during the school day, the equipment may be confiscated, secured in the main office and returned to the student or their parent/guardian. Electronic communication devices must be turned off and stored in student backpacks during the school day. Parents/guardians are asked to keep anything of value at home. These items can become a distraction in the classroom and may be lost or damaged. The Mansfield Public Schools will not be held financially responsible if a

device or valuable item is lost or stolen. Cell phones are only permitted in class for students who have a specific accommodation in their IEP, 504 plan or health care plan.

CHROMEBOOK REPAIR FEES

Chromebooks repair costs can be significant and may result in a financial cost to our students/families depending on the nature of the repair. Once our Chromebook Technician receives the device, they will diagnose the repair as falling within one of the three categories: Normal Wear and Tear, Accidental/Physical Damage, and Intentional Damage. The technician will repair any damage on the device that is assessed, regardless of the issue that it was submitted for. Please note that these fees apply to the Chromebook that is assigned to the student or any loaner device in their possession.

Normal Wear and Tear: This is mostly (but not always) the result of failures with the internal components of the device, which is due to no fault of the student. Some examples of repairs that fall under this category are faulty batteries, small scrapes, and replacement cables. These types of repairs will result in no cost or fee to the student.

Accidental/Physical Damage: Accidental/Physical Damage to a device that had the potential to be preventable. The first occurrence of this damage for a student will result in a “strike” or what could be also described as a “first time, no cost” repair. For the first repair that falls under this category, there will be a “strike” administered to the students repair history. This strike will follow the student for the duration they have their current device. Strikes will be cleared if the student is given a replacement device.

Our technician will move ahead with the repair as normal, replacing and repairing parts as necessary for the specific repair. Any and all parts used in this first repair will be at no cost of the student, as this is their first offense. Students and parents/guardians will be notified via email that they have used their strike.. Any device that comes in for another repair after this first strike has been administered results in a fee for any and all parts used in the repair. (Refer to Chromebook Parts Fee Chart below)

Examples of Accidental/Physical Damage: Broken chromebook screen or plastic bezels, device was mishandled resulting in cracked/broken keyboard, broken/missing hinge trim cover, a liquid spill, or a broken/cracked shell.

Intentional Damage: Examples of Intentional Damage include but are not limited to disassembling the device, forced breakage of any part, excessive physical damage, irremovable drawing or painting on the keyboard, outside case, and the screen and bezel. Intentional Damage of any kind is categorized as vandalism and will result in a repair fee. (Refer to Chromebook Parts

Fee Chart) If it is determined that the Chromebook is damaged beyond repair, the student will be charged a replacement fee for the Chromebook.

Students will not be allowed to put stickers anywhere on their device or protective case.

One pair of headphones will be provided to each student. If a second pair is needed, a plan will be developed with the classroom teacher and family to provide an additional pair.

Students cannot use a third-party repair or insurance service. School-issue devices must be repaired by our in-school technician and are managed solely on campus.

Fees can be accessed and paid through the online My School Bucks payment portal. This is a convenient way to pay fees online with a credit card. Invoices will be emailed to parents/guardians with a direct link to the invoice and the My School Bucks payment portal. Cash payments are also accepted and can be brought to the main office at all schools.

Chromebook Parts Fee Chart

Full Chromebook Replacement	$225
Keyboard/Trackpad Assembly	$50
Keyboard	$40
Trackpad	$15
LCD Screen	$20
Video Cable	$12
Battery	$20
Charger	$20
Webcam	$7
Webcam Cable	$10
WiFi Antenna	$14
Network Card	$7
Bottom Case	$20

Top Screen Lid	$25
LCD Bezel	$18
LCD Hinge Trim	$10
Motherboard	$99
Daughterboard	$15
Speaker Set	$8
Hinge Set	$20
Protective Case	$20

COMPUTERS AND INTERNET ACCEPTABLE USE POLICY – #IJNDB - R

1. Purpose
The Mansfield Public Schools provides technology resources to support the District's educational, instructional, administrative and operational activities. The use of these resources is a privilege that is extended to members of the Mansfield Public Schools community. As a user of these services and facilities, you have access to valuable district resources, to sensitive data, and to internal and external networks. This policy explains the District's expectations for using these resources responsibly, ethically, productively, and legally.

2. Scope
This policy applies to all users of technology resources owned or managed by the Mansfield Public Schools. Individuals covered by this policy include but are not limited to employees, students, members of the School Committee, volunteers, guests, and external individuals and organizations accessing the District's technology resources, whether on school grounds or in another location. Computing resources include all District-owned, licensed, or managed hardware and software or any use of the district network via a physical, wireless, or remote connection, regardless of the ownership of the computer or device connected to the network.

2.1 Consequences
If a user violates this policy, the District will take appropriate action, which may include restriction and loss of technology privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension or expulsion, termination of employment, and referral to legal authorities. Users may also be held personally liable under applicable state and federal civil or criminal laws. Employee discipline procedures will be in accordance with the terms of applicable collective bargaining agreements. Definitions: The Massachusetts Public Record Law is a law that gives the public the right to request access to information from a Massachusetts governmental agency. The Freedom of Information Act (FOIA)

is a law that gives the public access to information from the federal government. A public records request can be made to the Mansfield Public Schools for electronic documents/communications stored or transmitted through district systems unless that information is exempted from disclosure by law. Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Personal information stored or transmitted by the Mansfield Public Schools File: IJNDB RESPONSIBLE USE POLICY Mansfield Public Schools Page 2 of 8 must abide by FERPA. The Mansfield Public Schools also are required to protect the confidentiality, integrity, and security of student records under MA general law and Board of Education regulations. Children's Internet Protection Act (CIPA) requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The Mansfield Public Schools is required to filter Internet access for inappropriate content, monitor the Internet usage of minors, and provide education to students and staff on safe and appropriate online behavior. Children's Online Privacy Protection Act (COPPA) imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. The primary goal of COPPA is to place parents/guardians in control over what information is collected from their children online. The Health Insurance Portability and Privacy Act (HIPAA) establishes national standards to protect the privacy of personal health information and medical records, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

3. Policy

3.1 Responsible Use
General Principles We expect students, staff, and guests to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical. By using Mansfield Public Schools technology resources the user agrees to follow all District policies, regulations, and guidelines and state and federal law. Students are expected to and employees are required to report misuse or breach of protocols to appropriate district personnel.

● Technology resources furnished to employees are property of the Mansfield Public Schools and are intended for educational or business use that is consistent with the mission of the District.
● We expect users to exercise good judgment in the use of these resources and to have the highest standards of conduct and personal integrity. Users are responsible for knowing and complying with the regulations and policies and laws that apply to the appropriate use of District technology and resources. If you use good judgment and follow high ethical principles, you will make the right decisions. If you are not sure if an action is legal, ethical, or proper, you should discuss the matter openly with your teacher or File: IJNDB RESPONSIBLE USE POLICY Mansfield Public Schools Page 3 of 8 supervisor.
● All federal, state, and local laws and District policies and behavior guidelines that cover student and employee conduct on school premises and at school-related activities similarly apply to the online environment in those same venues.
● While District computing resources are intended for job- and education-related activities, we permit brief personal use within reasonable limits.

● Any use of the District's computing resources in ways that disrupt the school environment, contributes to creating a harassing workplace, or creates a legal risk to the District is prohibited.
● Using computing resources to create or disseminate content that could be considered discriminatory, obscene, threatening, harassing, libelous, retaliatory, or intimidating to any other person is not allowed and could lead to disciplinary action by the District as well as legal action by those who are the recipient of these actions.
● District computing resources may not be used to post or send items with sexually obscene content or images exhibiting or advocating the illegal use of drugs or alcohol is prohibited.
● District computing resources may not be used to solicit and/or promote others for commercial ventures or personal economic gain, for religious or political causes, for outside organizations, or other non-District matters.
● All activity that is composed, transmitted, or received via our technology resources is considered the property of the Mansfield Public Schools and part of our records and may be subject to disclosure to law enforcement or other third parties.
● Nothing in this policy will be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment. Notwithstanding this, when staff members speak through social media on matters concerning their work, they should be aware that they are speaking as employees of the Mansfield Public Schools.

3.1.2 Student and Staff Records Privacy
● The District has a legal and moral obligation to protect the personal data of students, families, and staff. Personal information for students/families and staff must be stored and transmitted using approved practices and systems. • The Mansfield Public Schools complies with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA), as well as state law and regulations concerning the security and confidentiality of employee information and to protect against unauthorized access to or use of such information. Although the district network is File: IJNDB RESPONSIBLE USE POLICY Mansfield Public Schools Page 4 of 8 filtered in accordance with the Children's Internet Protection Act, it may be possible to access material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people. Such use is prohibited and should be reported to the IT department for appropriate action.
● Employees who use third-party software/applications/cloud-storage services to facilitate student learning must utilize the District's process to request resource vetting for student data privacy.

3.1.3 Copyright and Intellectual Property
● The Mansfield Public Schools does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented software or material (including music, videos, games, images, text and other media) or any other unauthorized software or material on the Internet.
● As a responsible user of the District's computing and network resources, you must abide by all applicable copyright laws and licenses and observe copyright laws. As a general rule, if you did not create the material, you do not own the rights to it, or if you have not received authorization

for its use, you may not put the material on the Internet, including works created by students and staff.

3.1.4 Social Networking, Electronic Messaging, and Phone Usage

● The Mansfield Public Schools encourages the appropriate use of online communication, including social media, to increase student and staff learning, parent/guardian and community engagement, and operational efficiency.
● When using online tools, members of the Mansfield Public Schools community when acting as representatives or employees of the Mansfield Public Schools will use appropriate behavior when the communication impacts or is likely to impact the classroom or working environment in the Mansfield Public Schools.
● Employees should model and actively practice positive digital citizenship and help students use new technologies in a meaningful, safe, and responsible way. Employees utilizing social media with students are expected to educate students about digital citizenship, which includes appropriate and safe online behavior, interacting with individuals on social networking websites, and cyber-bullying awareness.
● Employee activities on district-affiliated social media or social networking websites should not reflect negatively on students, staff, or the District. Employees should respect File: IJNDB RESPONSIBLE USE POLICY Mansfield Public Schools Page 5 of 8 the District's good name in all electronic interactions and act in ways that will earn the continued trust and confidence of the public.
● Employees who use internal or external social media (blogs, Twitter, etc.) are expected to maintain professionalism at all times. This includes refraining from discussing confidential information and/or discussing specific students. Content that can be traced back to a specific student or could allow a student to be publicly identified should not be posted on any social media sites.
● Employees and students in grades PreK-12 are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community. Employee communication should be consistent with professional practices used for all correspondence.
● All communication sent by an employee or student using district resources or regarding district business could be subjected to public access requests. Users need to be aware that data and other material/files maintained on the school district systems or the cloud may be subject to review, disclosure, or discovery.
● Employee use of personal email accounts and communication tools to conduct school business is strongly discouraged and may open an individual's personal account to be subject to public records inquiries under state and federal law.
● Employees may set up a district approved third-party site to facilitate student learning.
● Unapproved third-party sites are prohibited.
● Students are prohibited from connecting any device that would bypass the content filtering performed on the Mansfield Public Schools network.
● When working with students, employees are prohibited from connecting any device that would bypass the content filtering performed on the Mansfield Public Schools network.
● The Mansfield Public Schools will provide a filtered, wireless network for Internet Access to which staff may be allowed to connect their personal devices. Staff must log into the wireless network using their district provided credentials. The Mansfield Public Schools will not be held

responsible for any delays, non-deliveries, or service interruptions while using the wireless network. The District reserves the right to monitor File: IJNDB RESPONSIBLE USE POLICY Mansfield Public Schools Page 6 of 8 and track the user activity while connected to the District's Wireless network for troubleshooting purposes.

● With the expansion of network access and increasing concerns regarding security of the network, employees will be required to use Multifactor Authentication (MFA) when logging into school accounts.

● Employees are prohibited from exchanging personal contact information with current students of any age without explicit written permission of the Principal. The Principal may authorize such exchanges in situations where student safety or operational efficiency would be improved by communication by telephone.

● Coaches or club/activity advisors are prohibited from exchanging personal contact information with student team or club/activity members without prior approval of the Principal or their designee. All electronic or telephone contact by coaches and club/activity advisors with students will be sent to two or more team members, except for messages that would compromise confidential information, such as medical or academic privacy matters. Messages from coaches and club/activity advisors sent to individual students will be copied to the Principal or their designee.

3.1.5 System Security

Users should not share their password or use another person's password, another user account, access a file, or retrieve any stored communication without authorization from the building Principal or Central Office. Hacking or attempting to access computer systems without authorization, vandalism (including the uploading or creation of computer viruses, worms, or malware), fraud, phishing, spamming, RF jamming, proxy services and/or unauthorized tampering with computer systems is prohibited and may result in district disciplinary action as well as legal action.

3.2 Monitoring

All technology that we furnish is the property of the Mansfield Public Schools, and users should have no expectation of privacy. We reserve the right to monitor local network and Internet traffic, including information sent or received through our online connections or stored on our computer systems for any reason, including but not limited to ensuring quality control and investigate system problems, ensuring student and employee safety and district security, or as may be necessary, ensuring that the District is not subject to claims of misconduct. File: IJNDB RESPONSIBLE USE POLICY Mansfield Public Schools Page 7 of 8 The Superintendent or designee will approve access to files on District-owned equipment or information only when there is a valid reason to access those files. Authority to access user files can only come from the Director of Technology in conjunction with requests and/or approvals from the Superintendent or designee. External law enforcement agencies may request access to files through valid subpoenas and other legally binding requests. The District's legal counsel must review all such requests. Information obtained in this manner can be admissible in legal proceedings or in a District discipline hearing.

3.3 User Compliance & District Liability

Employees and students will not be permitted to use school-based technology resources without a signed Responsible Use Policy. Signed student and employee RUPs will remain on file at each school. When connecting to the guest network, non-employee/non-student users will be required to agree to terms of use presented in the captive web portal before being allowed to complete their connection to the Internet. When you use District computing services and accept any District-issued computing accounts, you agree to comply with this policy and all other computing-related policies. You have the responsibility to keep up-to-date on changes in the District computing environment via District electronic and print publication mechanisms, and to adapt to those changes as necessary. The Mansfield Public Schools and its representatives do not encourage or endorse access to inappropriate materials or undesirable persons. The Mansfield Public Schools makes no warranties of any kind, whether expressed or implied, for the technology-related services it provides and will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or the user's errors or omissions information obtained via the Internet is at the user's own risk. The Mansfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

4. Policy Review and Notice
The Director of Technology and Superintendent or designee will review this policy annually. District administration will provide written notice annually to staff, students and parents/guardians of the responsible use policy. Such notification will include, but not be limited to, employee handbooks, student/parent/guardian handbooks, and the District website.

DISSECTION IN SCHOOLS AND DISSECTION ALTERNATIVES --#IMGA
Mansfield Public Schools offers some science courses that may include dissection. These courses also include dissection alternatives. Upon a written request of a student's parent or guardian, the Mansfield Public Schools will permit a student who objects to dissection activities to demonstrate competency through an alternate method.

STUDENT IDENTIFICATION CARDS
All students at Jordan/Jackson Elementary School will be provided with a student identification card (Student ID) which will include the student's name, picture, student ID number, and a bar code. Students will utilize their ID's for purchasing lunch and checking books or loaner chromebooks out from the library. Student IDs will remain in the student's classroom each day, and will be collected by homeroom teachers.

FIELD TRIPS #IJOA
Field trips are designed to complement and enrich the present curriculum. All school behavioral expectations and code of conduct apply during field trips. Parents/guardians are notified in advance of the arrangements for the field trip. Teachers and volunteers supervise the trips. In order to participate in field trips, the student must return a signed Parental Permission release form. All students are required to travel to and from the field trip using school-provided transportation. Students will return to school with their class and no early dismissals from the

field trip site will be permitted by parents or family members, with exceptions for emergencies and extenuating circumstances with prior approval.

Transportation is usually by bus, but sometimes students will participate in field trips that require them to walk to a site within the town. Electronics should not be taken on the bus for field trips. Parents/guardians fund all field trips. The Mansfield Elementary Schools ensure that all students will be able to participate in field trips regardless of financial need. Families experiencing financial difficulties may request payment of the field trip through the principal.

To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all volunteers and is available in the Office of the School Principal as well as on the District website (under the "Student & Families" tab in the Menu within the District Forms).

FOOD AND BEVERAGE GUIDELINES #ADF, #ADF-R

Birthdays and Classroom Celebrations
As the Centers for Disease Control and Prevention has identified, establishing healthy eating habits during childhood is easier and more effective than trying to change unhealthy behaviors in adulthood. Schools have a critical role to play in promoting the health and safety of students and helping them establish lifelong healthy patterns. The school environment should model a healthy lifestyle from the cafeteria to the classroom. Students should be given the opportunity to learn healthy eating practices during young ages.

The Mansfield Public School's Wellness Plan states that all celebrations (i.e., birthdays or holidays) will be non-food events. Teachers should not use food or beverages as rewards for good behavior or academic progress unless it is part of a student's Individual Educational Plan or directed by a medical professional. The goal is to promote health, wellness, and safety within the elementary schools by providing creative, interesting, and educational practices and rewards.

If you have any questions about this practice, please contact the school nurse.

Curriculum and Classroom Instruction
Food products may be used to enhance classroom instruction when there is a clear or specific connection to the curriculum. Approval must be obtained from the Department Head (where applicable), Individual School Administrator and Health Services through school approved request form at least one month prior to the activity.

Fundraising
Student fundraising activities by school sanctioned groups, clubs, or by recognized school support groups (e.g., MESA, boosters, etc.) involving the sale of competitive food or beverages are permitted to the extent that federal and state laws and regulations allow and may occur with the permission of the Superintendent or designee. The Mansfield Public Schools encourages at least 25% of all foods and beverages sold at fundraisers during and beyond the school day to offer options that meet the nutritional standards.

Snacks
Snack time is determined at the discretion of the teacher and according to classroom schedules. A nutritious snack is recommended. Glass containers are not allowed. The snack should be something that the student can handle independently and eat/drink in a reasonable amount of time.

Student Rewards
Food or beverages will not be used as rewards for good behavior or academic achievement unless it is part of a student's Individual Educational Plan or directed by a medical professional. Gum may not be chewed in school. Students who have a current accommodation for a 504 Plan, an Individualized Education Plan (IEP), have specific medical conditions, or those that have gum in their approved sensory diet are exceptions to this rule.

GIFTS TO EMPLOYEES -- #GBEBC
The Mansfield Public Schools adheres to all Massachusetts General Law Chapter 268A and State Ethics Commission's rules and regulations. While families often give gifts to teachers, coaches, and other staff at the holiday time or end-of-year/end-of-season gift as an expression of gratitude for their hard work, it is important that parents/guardians who choose to do so adhere to the requirements under MA Ethics and Conflict of Interest Law in order to avoid placing teachers and staff in an awkward position. These guidelines are as follows:

- Individual Gifts: Under state law, public school teachers and other public employees are generally prohibited from accepting gifts valued at $50 or more (aggregated) for the school year. Public employees are required to disclose gifts received from individual students and parents/guardians that are not class gifts.
- Group Gifts: An exemption exists for "class gifts", whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to $150, if a group of students and/or parents/guardians wish to pool their contributions toward a group gift. Such a gift must be identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient.
- Gifts to the Classroom, Program or the School: Families may also give gifts to the classroom, to academic, co-curricular and extracurricular programs, or to the school or District, in accordance with the rules of the Mansfield Public Schools.

HOMEWORK
Homework is an extension of a student's learning and the student's teacher will communicate the specific expectations for homework. It may take the form of practice to strengthen skills, deepening the understanding of concepts and content, a long-range project such as independent study, or product development related to curriculum. Parents/guardians are encouraged to support their student's learning by providing a designated place and time for homework. Each grade level has a guideline for the frequency and length of assignments. The quantity of homework will require that students budget their time, but will not be so excessive that the work cannot be completed before normal bedtime. Assignments should be completed by students with support as needed. Parents/guardians are encouraged to help reinforce basic skills.

LOST AND FOUND
Students should not bring valuable items to school. Lost articles are collected and displayed in a designated Lost and Found area in each elementary school. It is helpful to have the students' names on their belongings. Students should personally check the Lost and Found area. Parents/guardians are also welcome to check this area after signing in at the visitor's entrance. Unclaimed articles will be donated if not claimed by the end of each set of parent conferences and after the last day of school.

PARENTAL/GUARDIAN NOTIFICATION RELATIVE TO SEX EDUCATION--#IHAMA
Some health courses may contain references to sex education. If your student is enrolled in one of these courses, you will receive a notification home at the beginning of the course indicating the course content, your right to review the program material, and your right to opt your student out of the curriculum.

RECESS - #ADF
Staff are encouraged not to withhold recess or other physical activity, such as physical education, as a regular form of discipline if other alternatives are available. No form of physical exercise shall be used as a punishment.

Jordan/Jackson students are provided 20 minutes of recess time outside on a daily basis weather permitting. Students should dress appropriately for the weather as we try to get students outside for recess as much as possible. This may include going outside during periods of light rain and/or light snow when temperatures make it safe to do so. We will reference the Weather Guidelines for Students document located on the Massachusetts Play Outdoors Safely website, to monitor the safety of the outdoor temperature prior to going outside for recess. In the colder weather students should be prepared with appropriate clothing such as jackets/coats, hats, and mittens/gloves. Students should also be prepared with the proper footwear conducive for running and playing outside. It is recommended that students avoid flip-flops to reduce the risk of injury.

SCHOOL BUS RULES AND REGULATIONS FOR STUDENTS – #JICC
The school bus is an extension of the classroom and rules regarding behavior are the same as in school. Students who violate any of the rules and regulations for school bus students may, at the discretion of the administration, have their bus privileges suspended and/or be disciplined through the school as defined in the discipline section of this handbook.

The bus driver should be considered to have complete authority over students as it is the bus drivers' responsibility to deliver students safely to and from school.

Students who ride the school bus should be familiar with the following:

- Students should be on time for the bus but not arrive at the stop earlier than 10 minutes before the time at which the bus usually arrives.
- Students waiting for buses shall not go on private property or cause any damage to such property.

- Students should remain well back from the roadway while awaiting the arrival of the bus. Start loading the bus only at the direction of the driver.
- Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until their destination is reached and the bus is stopped.
- Students shall be picked up and dropped off only at their regularly scheduled stops.
- Students shall cooperate with and be courteous to the driver and to fellow students.
- Students shall not vandalize damage or deface the buses or the property of other students.
- No disturbing the driver by any means – there shall be no shouting, vulgar language, roughhousing, or throwing things on the bus.
- There shall be no eating or drinking on the bus. Students who have a current accommodation for a 504 Plan, an Individualized Education Plan (IEP), have specific medical conditions or approved sensory diets are exempt from this rule.
- All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles and off of the seat. Items must be small enough to fit under the seat in front of the student or the items will not be permitted on the bus.
- Students shall not throw anything out of a window. Students shall keep their hands, arms and heads inside the bus at all times.
- The emergency door is to be used for emergency use only.

Bus drivers must notify the building principal or administrator in charge of discipline when an infraction of the rules occurs. This notification must be written on a Bus Conduct Report Form as approved by the Business Office.

SKATEBOARDS, ROLLERBLADES, SCOOTERS/ELECTRIC SCOOTERS, BICYCLES/ELECTRIC SCOOTERS
To ensure the safety of all students and adults, skateboarding, roller-skating (includes sneakers with rollers on the sole), scooter/electric scooter, bicycling/electric bicycling is not allowed on school grounds. Students who use skateboards, rollerblades, scooters/electric scooters, or bicycles/electric scooters for transportation to and from school may ride until they reach the school grounds.

Bicycles/Electric Bicycles
Bicycles ridden to school should be placed in the bike rack and used only by the owner. A lock is strongly recommended. Per Massachusetts State Law MGL c.85 § 11B any person 16 years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bicycle path or on any other public right-of-way shall wear a helmet. Said helmet shall fit the person's head, shall be secured to the person's head by straps while the bicycle is being operated, and shall meet the standards for helmets established by the United States Consumer Product Safety Commission. For safety sake, bicycles may not be ridden in the bus loop at dismissal time.

Skateboards, Rollerblades, Scooters/Electric Scooters
Per Massachusetts State Law MGL c.85 § 11B.5, any person 16 years of age or younger operating inline skates, a skateboard, a scooter or other manually-propelled wheeled vehicle or riding as a passenger on any such manually-propelled vehicle on a public way, bicycle path or on any other public right-of-way shall wear a helmet. Such helmet shall fit the person's head and be secured by straps at all times while operating inline skates, scooters, skateboard or other manually-propelled wheeled vehicle and shall meet the standards for helmets established by the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards.

SMOKE-FREE SCHOOL -- #ADC
The Commonwealth of Massachusetts Education Reform Act of 1993 prohibits smoking in school or on school property and the use of any tobacco products within school buildings or school facilities, on school grounds or on school buses by any individual. For the purpose of this policy, “smoking” will mean all uses of tobacco products and devices (including but not limited to chewing tobacco, cigars, cigarettes, and pipes) and the use of electronic, “vapor”, or other substitute forms of cigarettes and nicotine products.

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO--#IHAMA
In accordance with the state and federal law, the Mansfield Public Schools will provide age and developmentally appropriate, evidence based alcohol, drug, and tobacco education and prevention programs to students through Kindergarten through grade 12.

THERAPY ASSISTANCE DOGS – #IMGB
The Mansfield Public Schools supports the use of assistance dogs for the benefit of its students subject to the conditions of policy (IMGB). Professional School Assistance Dogs certified with their owners/handlers as Certified Assistance Dog Teams provide emotional and physical support in the educational setting. These highly-trained dogs model good behavior, tolerance, and acceptance.

This policy is not intended to, and does not allow, students, parents/guardians, or staff to bring emotional support animals onto the Mansfield Public Schools campus. Individuals who bring an animal onto the District campus that does not meet the definition of a service animal under District policy IMG Animals in School or that has not been approved under this policy will be asked to leave campus.

SECTION TWO: SAFETY PROTOCOLS

EMERGENCY DRILLS AND PLANNING – #EB, #EBC

Fire Drills
Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give

instructions to the students, and the students are expected to stay with the teacher in order that attendance may be taken.

Lockdown Drills
In the event that a lockdown drill is conducted, it is essential that when the first signal is given, students and staff obey orders promptly and adhere to the reverse evacuation plan as outlined in the crisis manual.

Evacuation of the School
If it is necessary to evacuate the building, students must follow the directions of the adult in charge. If a student is not with an adult when the building is being evacuated, the student should leave by the nearest exit. We expect students to follow all of the established procedures for a fire drill if we must evacuate the building in an emergency. In the event of an evacuation, students must follow the instructions of the teacher in charge.

Security Cameras - #ECAF
The Mansfield School Committee supports the use of security cameras throughout the District for the purpose of enhancing school safety and security, as part of the District's overall security plan. The Committee's goal is to foster measures that improve the safety and security of the teaching and learning environment for students and staff, to maintain order and discipline on school property and on school vehicles, to ensure public safety for students, staff, and visitors to our schools, and to help safeguard District facilities, grounds, and property.

The District's security camera system will be in operation and may be monitored by school personnel throughout the year. Security cameras may be used both inside and outside of school buildings and on school buses to record students, staff, and property.

Security cameras are installed in public areas only; these areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entries. Security cameras may not be used in an area where there is a "reasonable expectation of privacy." No security cameras shall be placed in restrooms, changing rooms, private offices, classrooms, counselor's offices, staff lunch rooms, staff work rooms, nurse's offices, or locker rooms.

SECTION THREE: PROGRAMS AND SERVICES

C.H.A.M.P.S. – BEFORE AND AFTER SCHOOL CARE
The Mansfield Public Schools provides extended programming before and after school for students in Kindergarten through grade 5. For more information please contact Scott Sanchez, Director of Extended Day Programming at (508) 261-7539.

CO-CURRICULAR, EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS - #JJ, #JJA
Student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, good human relations, knowledge and skills.

The following guidelines should be referenced in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents/guardians in planning activities programs should be encouraged.
3. All student organizations shall be required to open membership to all interested students.

COUNSELORS AND SCHOOL PSYCHOLOGISTS

The Adjustment Counselors and School Psychologists in the Mansfield Elementary Schools have special training to help students overcome problems that impede learning and to assist students in emotional and psychological growth and maturity. The Adjustment Counselors and School Psychologist support students, parents/guardians and teachers by facilitating and providing: assessments; direct counseling; topic specific groups; crisis intervention; parent/guardian workshops.

Students may benefit from assistance with separation/adjustment issues, recess conflicts, and family changes such as a death, divorce or moving. Referrals may be received from teachers, administrators, parents/guardians and students. All services except crisis intervention require the permission of parents/guardians.

DISTRICT CURRICULUM ACCOMMODATION PLAN

The District Curriculum Accommodation Plan (DCAP) provides a list of resources and accommodations available to students and classroom teachers. The DCAP document is intended to support the efforts of educators to provide effective interventions for struggling learners.
The DCAP is available at www.mansfieldschools.com or by clicking on the following link - District Curriculum Accommodation Plan.

BUILDING CURRICULUM ACCOMMODATION PLAN

The Building Curriculum Accommodation Plan (BCAP) provides a list of resources and accommodations available to students and classroom teachers for the Jordan/Jackson Elementary Schools. The BCAP document is intended to support the efforts of educators to provide effective interventions for struggling learners.
The BCAP is available at www.mansfieldschools.com

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

OPTING OUT OF CURRICULUM

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Mansfield Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual

orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

FOOD SERVICES – #ADF, #EF, #EFBA, #EFC, #EFD

Universal Free Breakfast and Lunch
The Massachusetts legislature has made the funding for breakfast and lunch at no cost permanent for all students regardless of eligibility. All students can get breakfast and lunch at no cost.

Mansfield Food Service is still required to determine eligibility through Direct Certification of students. Parents / Guardians are strongly encouraged to complete the Free and Reduced Meal Application to access fee waivers for other programs if they don't receive a letter of Direct Certification from the food service department. Applications for Free and Reduced Lunch are available at each school's main office or online at Application for Free and Reduced Lunch.

Meal Modifications
In compliance with USDA and DESE regulations, the Mansfield School District will provide substitutions to the school food service program's regular school meals at no extra cost for children who are unable to eat meals served because of their disabilities or other special dietary reasons. Interested families must complete the Medical Statement For Children Requiring Special Foods in School Nutrition Program that can be provided by the School Health Office, Food Services, or our website (EFBA)

Breakfast
Breakfast is available daily. Students may arrive 15 minutes before the start of the school day to eat breakfast in the cafeteria. All breakfast meals are USDA compliant and include: whole grains, meat / meat alternatives, fresh & cupped fruit / juice, and milk.

Lunch
A lunch/recess period is scheduled daily with outside playtime, weather permitting.
All lunches are USDA compliant and include: whole grains, meat / meat alternatives, fresh & cupped fruit / juice, and milk.

Milk is also available for purchase if your student brings lunch from home. This is considered an a la carte purchase. Free potable water is available in all cafeterias at a water bottle refill station.

Getting Breakfast and Lunch
Mansfield Food Service uses a computerized cash register system in the cafeteria and all students have a meal account. Students will scan a barcode on their ID to access their account. The cashier will record the student meal. Parents/Guardians will be able to see what the student ate for breakfast and lunch through the MySchoolBucks website. This is a free service.

MySchoolBucks Meals
You can create an account at MySchoolBucks.com to see what your child has eaten for school meals. You will need your student's ID to create an account. There is no charge for this service.

A la Carte Prepayment
If your child would like to purchase milk to go with their meal from home we encourage you to prepay. A check made out to Mansfield Food Service or cash is accepted at the register. You can set up an account at MySchoolBucks and add money to the student's account online. There is a small transaction fee to use a debit or credit card to add money online.

Any prepaid funds that remain in the student's account at the end of the year will be rolled over to the next year. You may request a refund by contacting Mansfield Food Service.

Cafetería
USDA School Meals will be served in clean, safe, and pleasant settings that reflect the value of the social aspect of eating and under appropriate supervision. Rules for safe behavior will be consistently enforced. Students will be provided an adequate amount of time to eat meals.

School staff members and lunch/recess monitors supervise the lunch and recess period.
The Principals will ensure that lunch monitors receive yearly training to update skills and knowledge regarding safety and first aid skills; recess and dining management; and how to foster a culture of respect at lunch and recess. Plain and potable water will be made available to all students at no cost via water stations throughout the school day.

Applying for Free and Reduced Price Meals
It remains important that families complete the annual Household Application for Free and Reduced Price Meals if they don't receive a letter of Direct Certification from Mansfield Food Service. Direct Certification determinations (electronic match process) through the Massachusetts Department of Health and Human Services will be made at a minimum of three times per year and when a student transfers into the district. Through Direct Certification or filling out the Meals Application, the school district will be able to serve families more effectively for other important programs such as P-EBT benefits, fee waivers for school district programs/services such as transportation and other fees, state and federal grant eligibility, and more.

Free and Reduced Price Meal Applications may be submitted at any time during the school year. The determination of free or reduced price meals based on the application is valid for the entire school year. A new application can be completed if your financial situation changes during the school year.

The applications and directions are posted on the Mansfield Public School website under the Food Service tab. If you need assistance with completing an application, please contact Dawn Langtry, Food Service Director, 508-261-7400 x33124 or dawn.langtry@mansfieldschools.com.

Parents/guardians are expected to submit the Free and Reduced Lunch Application as soon as possible each school year or as their financial situation changes, unless they have received a letter of Direct Certification from the Food Service Department. Direct Certification determinations (electronic match process) through the Massachusetts Department of Health and Human Services will be made at a minimum of three times per year and when a student transfers into the district.

Unpaid Charges
Checks returned for Non-Sufficient Funds (NSF) will result in a penalty fee (currently $25). When a check is returned to the Town Treasurer's Office for "NSF," a letter will be mailed by the Food Services Director to inform the parent/guardian. Payment along with any applicable fees must be received within ten (10) business days of the date of the letter. When the NSF notice is received, the Food Services Director will deduct the check amount from the student's account.

HEALTH AND WELLNESS #ADF
The mission of the Mansfield Public Schools Health Services is to promote an optimal level of wellness by advocating for students and removing barriers that impede health and learning. Our vision is for every student to be healthy, safe and ready to learn.

Health Services
The role of the school nurse is to provide first aid, illness assessment, and case management for students with special health care needs. The school nurse does not diagnose or prescribe treatment. Based on the nurse's assessment, you may be contacted and advised to follow up with your private physician.

The following health services are provided in the Mansfield Public Schools:

- Screenings for height, weight, vision, hearing and postural (spine) development. Parents/Guardians are notified if an abnormality is found. Massachusetts state regulations require health services in public schools to perform BMI screening for all students during the 1st, 4th, 7th and 10th grades. Parents/Guardians will be provided with an opportunity to request, in writing, that their student not participate in the program.
- Documentation of routine physical exams for entering Kindergarten and Grade 4 students, new students, and for interscholastic sports. Parents/guardians with insufficient or no health insurance are asked to contact the school nurse.
- General first aid for school related minor accidents. If serious illness or accident occurs, parents/guardians are asked to take their student for further medical evaluation/treatments.
- Maintenance of medical records for each student. The medical record includes medical history, results of screenings and exams, immunization status, etc.
- Postural screening for students in grades 5 – 10.
- Services to students with chronic medical needs, including medications and treatments.

Guidelines for Contacting the School Nurse
If a student is experiencing any of the following, parents/guardians are to contact the school nurse:

1. Newly diagnosed chronic health problem, (i.e. seizures, diabetes, severe allergies)
2. Newly diagnosed head injury/concussion
3. Daily medication for an extended period of time
4. Documentation of immunization or boosters
5. Communicable disease
6. Health problems that may affect school performance e.g., vision, hearing, or attention deficit disorder etc.
7. Health problem that may affect school attendance
8. Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, (i.e. broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, upcoming surgery, concussions, or any head injury etc.)
9. Family experiencing a problem and needing support, assistance, or a referral for help, (i.e., death in the family, change in marital status, parenting issues, substance abuse, mental health problems)

Sharing the above information will allow the school nurse to better safeguard the health of each student, especially in times of emergency. In addition to the above guidelines, parents/guardians are encouraged to contact the school nurse with any questions or problems.

It is the responsibility of the parent/guardian to provide health information to school bus drivers. If your student has a life-threatening medical condition that their bus driver should be aware of; please use the form available on the school web-site entitled "Emergency Medical Information for Bus Drivers". Return completed forms by mail to: Michael J. Connolly Bus Co., 241 Francis Avenue, Mansfield, MA 02048 or fax to Connolly at 508-261-7517. Due to confidentiality laws, we do not share health information with the bus company.

It is also advisable that you notify the Fire Department so that they are aware in the event of an emergency at your home. There is a link for the Fire Department on the MPS website as well.

School Exclusion Guidelines
For the protection of your student as well as the school community, students should be kept home from school or will be dismissed from school under the following circumstances:

- The student has a communicable disease. Students who are prescribed antibiotics for strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.
- The student has a temperature of over 100 degrees. The student may return after they have been fever free for 24 hours without the use of fever reducers.
- The student has an eye infection that has not been diagnosed by a physician. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis, unless the student is at a developmental level that prevents them from maintaining proper hygiene. The child has an eye infection that has not been diagnosed by a

physician. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis, unless the child is at a developmental level that prevents them following standard precautions. Conjunctivitis is not an emergency, so students who are identified as having symptoms at school do not need to be sent home from school that day. Parents/guardians will be informed that symptoms were noticed. Infected students and staff can return the day after any indicated treatment has begun for bacterial conjunctivitis. Parents/guardians should notify the school if the health care provider decides not to prescribe medication. Individuals with viral conjunctivitis should still be presumed contagious until symptoms have resolved, but transmission can be controlled with adequate hand hygiene and individuals are allowed in school.

- The student has persistent coughing or trouble breathing. The student may need to be evaluated for asthma, or a serious respiratory infection.
- The student has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The student has head lice or nits. The student may return to school after the first treatment.
- The student has diarrhea which cannot be managed by the student's ability to use the toilet or able to be contained in a diaper. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when they have been symptom free for 24 hours.
- The student has been vomiting (more than the usual spitting up as in the case of an infant) within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when they have been symptom free for 24 hours.
- The student has an illness that prevents them from participating comfortably in activities as determined by the staff.
- Students need not be excluded or sent home early from school because of head lice. Parents/guardians of affected students should be notified and informed that their students must be properly treated and may return to school on the day after treatment. Other close contacts may be checked to determine if there are other cases.
- The illness results in a greater need for care than the staff can provide without compromising their ability to care for other students.

Administration of Medications in School – #JLCD, #JLCD-R

The Mansfield Public Schools policy for the administration of medication is available in each health office and on the district website under the School Committee Policy Index. The following are the main points of this policy.

When students require medication administration during the school day the following conditions must be met:

1. Medication orders must be renewed at the beginning of each school year.
2. All medication, including over-the-counter medication, must have a written medication order from a licensed prescriber and a completed Medication Permission Form from a parent/guardian.
3. Short-term medications, i.e. for 10 school days or less, can use the pharmacy labeled container in lieu of a physician's order.

4. All medication, including over the counter, must be delivered by a parent/guardian. Guardian signature will be required at time of drop off to confirm the number of pills delivered.
5. Medication must be delivered in a pharmacy or manufacturer labeled container.
6. Consent for field trip medication delegation is allowed under certain conditions.
7. Self-medication is allowed in certain circumstances after consultation with the school nurse.
8. The first dose of a newly prescribed medication must be given at home.
9. "Three times a day" medications will be given at school only if the physician specifically orders a dose during the school or after consultation with school nurse.
10. Administration of early morning or first daily dose of medications is discouraged at school and given only after careful consideration on an individual basis.

Allergies/Life-Threatening Allergies #JLCEC, #JLCEC-R
Some common allergens are peanuts, nuts and other foods; latex products and environmental chemicals. Even minute traces of these substances can cause an individual to have a physical reaction. Exposure to the allergen can cause a reaction if it is tasted, swallowed, touched or inhaled.

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) and chemical sensitivities, among school populations, the Mansfield Public Schools works in cooperation with parents/guardians, students, and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication, and emergency response.

When necessary, the Mansfield Public Schools provides a latex-restricted environment. Non-latex (vinyl) gloves are used in food preparation and in the health offices. Latex balloons are restricted as well as other products that include latex. Strong scents and fragrances need to be eliminated. In addition, parents/guardians should consult with the classroom teacher before bringing arts and crafts supplies into the classroom.

Allergy free lunch tables may be provided in the cafeteria. Please be advised that if your student has a food allergy, physician documentation must be submitted to the school nurse. It will then be forwarded to the Food Service department. We will make arrangements to have an alternative available. The Mansfield Food Service will work with you to make sure your student can participate in the school lunch program.

The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with life-threatening allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

- building-based general medical emergency plans,
- life-threatening allergy emergency plans,

- individual healthcare plans for all students diagnosed with LTA,
- appropriate training of staff,
- availability on site of medical equipment for quick response to life-threatening allergic reactions,
- and such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.

Specific building-based guidelines/actions take into account the health needs and well-being of all students without discrimination or isolation of any student. No student will be excluded from school activities based solely on allergies. In order to assist students with LTAs to assume more individual responsibility for maintaining their safety as they grow, these guidelines will shift as students advance through the primary grades and through secondary school.

Head Injury Management Policy - # JJIF, #JJIF-R

Head injuries and concussions can have serious consequences for students, including long-term health and educational issues. Proper management of such incidences can help maximize recovery. Early recognition of a head injury/concussion is essential to safe management and to the ultimate goal of a return to normal physical and academic functioning.

Please notify the school nurse immediately following any head injury. The school nurse will work with you, your student, physician and school staff to ensure that appropriate accommodations are in place. Suspected concussions that occur during school activities are reported to families for referral to a provider. Once accommodations are in place, students must be cleared by a medical professional to return to full physical activity and academic workload when recovered.

Conjunctivitis

Conjunctivitis is not an emergency, so students who are identified as having symptoms at school do not need to be sent home from school that day. Parents/Guardians will be informed that symptoms were noticed and will need to make an appointment for the student to be seen for evaluation. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis. Individuals with viral conjunctivitis should still be presumed contagious until symptoms have resolved, but transmission can be controlled with adequate hand hygiene and individuals are allowed in school. School nurses may determine that an infected student needs to stay home at any time if the student is at a developmental level that prevents them from maintaining proper hygiene. Physician diagnosis/documentation should be sent to the school nurse.

Head Lice (Pediculosis)

Students need not be excluded or sent home early from school because of head lice. Parents/guardians of affected students should be notified and informed that their student must be properly treated and may return to school on the day after treatment. Other close contacts may be checked to determine if there are other cases. Upon the return, the school Nurse will determine the evidence of treatment and the student may be re-admitted even if some nits remain. Further monitoring for signs of re-infestation by the school nurse is appropriate.

School Registration - Health Services Requirements
In order to be registered for school, students must present documentation immunizations required per the Code of Massachusetts Regulations 105 CMR 220.000: IMMUNIZATION OF STUDENTS BEFORE ADMISSION TO SCHOOL. All students must have documentation of a risk assessment for tuberculosis (TB) completed by a primary care physician. All students entering Kindergarten must also have documentation of a lead test and vision screening.

HOME AND HOSPITAL TUTORING
Our policy is in compliance with the state's regulations that govern the school's responsibility to provide home-based tutoring. The Mansfield Public Schools support educational services for students upon receipt of a physician's written order that the student must remain at home or in a hospital setting for medical reasons for a period of not less than 14 school days in a year. The tutoring services are of a sufficient frequency to allow the student to continue their educational programs as long as the sessions do not interfere with the student's medical needs. Educational tutoring plans are created on an individual basis. The tutoring form must be renewed every 60 days.

HOMELESS STUDENTS – #JFABD
Mansfield Public Schools, as required by law, will work with homeless students, youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

McKinney-Vento Homeless Assistance Act Liaison
Jessica Davis, Assistant Superintendent of Student Services
Mansfield Public Schools
508-261-7507
Jessica.Davis@mansfieldschools.com

Educational Opportunities for Military students #JFABE
To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military students. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

Educational Opportunities for students in Foster Care #JFABF
The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

INSTRUMENTAL MUSIC, BAND AND CHORUS
Information about participation in performing arts programs will be available for parents/guardians at Curriculum Night.

LIBRARY
The library provides books and audiovisual materials to fill curriculum needs as well as supplementary and recreational reading demands. Students are allowed to check out books for one week, with renewal. Students are responsible for loaned books and will be asked to pay for any materials lost, stolen, or damaged.

The Adopt-A-Book Program provides the opportunity for students and parents/guardians to donate a book to the library. A bookplate with the student's name will be placed in the book.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)
Multi-Tiered Systems of Support (MTSS) is a "a comprehensive continuum of evidence-based, systemic practices to support a rapid response to students' needs, with regular observation to facilitate data-based instructional decision making." DESE Multi-Tiered System of Support BluePrint for MA, Page 3, (2018) Each school has a MTSS team that collaborates to design and implement systems of teaching to support students' academic, behavioral, social-emotional strengths and challenges. Each school implements school-wide expectations, a system for recognizing positive behavior and promoting a positive school culture.

- Use universal screening tools and other forms of data to identify students at risk for academic, behavioral or social/emotional issues.
- Design intervention plans to meet their needs.
- Monitor the progress of the student over time to ensure that they are closing the gap with peers.
- Discontinue the intervention(s) once the student has closed the gap relative to peers.
- Increase or modify the intervention(s) if the student is not making progress.

Glossary of Terminology

- Universal Screening: Class-wide assessments such as benchmark or baseline assessments are administered to identify students who are potentially struggling.

- TIER 1: Core Instructional Interventions — All students receive instruction in the regular education classroom. Frequent progress monitoring using curriculum-based measurements (CBM) is conducted to assess struggling students' performance levels and rates of improvement.

- TIER 2: Targeted Group/Individual Interventions — Students whose progress in Tier 1 is not adequate receive additional support. A team consisting of the classroom teacher, special educators and other necessary staff makes instructional decisions based on an individual student's performance. The team identifies the academic problem; determines its cause; and then develops, implements, and evaluates a plan to address the problem.

This measure is addressed through special education support, small group support, and progress monitoring. The interventions are flexible and individualized to meet the student's unique needs.

- TIER 3: Intensive Individual Interventions — Students whose progress is still insufficient in Tier 2 may receive even more intensive intervention support. In Mansfield, Tier 3 may involve a full psychological and academic evaluation for the identification of a learning disability.

Jordan/Jackson School-Wide Behavioral Expectations

As members of the Jordan/Jackson community, we promote a passion for life-long learning, the motivation to achieve, and the responsibility to care for ourselves and others.

We care about ourselves.
We care about others.
We care about our school.

Students engage in the problem-solving approach by:

1. Identifying the problem
2. Strategizing possible solutions
3. Working with teachers and/or administrators to enact a plan that will prevent further problems
4. Sharing the plan with all parties concerned, e.g., other students, parents/guardians, school staff, etc.

Depending on the frequency and severity of the problem(s), plans may include components such as:

5. Verbal and/or written warning;
6. An apology;
7. Telephone call and/or written letter to parents/guardians;
8. Parent Conference;
9. Loss of recess privileges;
10. Loss of bus riding privileges;
11. Suspension from the classroom day (in school);
12. Suspension from the classroom day (out of school);
13. Increased adult supervision on school premises;
14. Limiting or denying student access to a part or area of the school;
15. Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;
16. Awareness training (to help students understand the impact of their behavior);
17. Participating in social skills development, cultural diversity, anti-harassment, or anti-bullying programs;
18. Mandatory counseling; or

19. Other actions deemed appropriate by the administrator

Jordan/Jackson School Matrix

All Settings	Arrival/ Dismissal	Bus	Learning Environment	Chromebook	Bathroom	Cafeteria	Indoor Recess	Outdoor Recess
Follow adult directions. Make safe choices. Accept responsibility for your actions and choices. Give Me Five. Listen when others are speaking. Use kind words and respectful tone of voice. Keep hands, feet, and objects to ourselves. Put forth your best effort. Stay on task. Include others. Keep the school clean.	Inside Voice Volume 2 Outside Voice Volume 3 Walk at all times. Go directly to your destination. Show respect by greeting and responding to others.	Voice Volume 1 Stay seated in your assigned seat. Face forward. Keep your feet on the floor. Keep your belongings in your bag. Use kind words. Keep bus seat clean. Throw away trash.	Take teacher guidance on expected Voice Volume. Put forth your best effort. Be prepared. Stay on task. Help others. Share. Clean up your area. Use materials responsibly. Complete your work using your own thoughts and ideas.	Take care of the shared Chromebook assigned to you. Use your Chromebook in a way that is educationally appropriate. Visit school appropriate websites only. Keep your username and password private. Follow the expectations as outlined in the Responsible Use Policy.	Voice Volume 2 Follow the expectations for the bathroom. Respect everyone's privacy. Let a trusted adult know about a problem.	Voice Volume 2 Raise your hand for help. Eat your own food. Sit at your assigned tables. Walk at all times. Clean up your table and floor.	Voice Volume 2 Find an activity and sit down and play. Play fairly. Invite others to play. Use materials responsibly. Start cleaning up when asked to. Make sure all materials are cleaned up and put where they belong.	Voice Volume depends on activity **Play 0-4** Lining Up 0 Make safe choices. Report unexpected or unsafe (OR Red and Yellow) behaviors to an adult. Play fairly. Invite others to play. Use equipment properly. Make sure all equipment is cleaned up and put where it belongs.

Voice Volume Key

0 - No Voice 1 - Whisper Voice 2 - Quiet Voice 3 - Regular Talking Voice 4 - Loud Voice 5 - Very Loud Voice

PHYSICAL EDUCATION - #ADF

Physical Education will be an essential element of each school's instructional program and will provide the opportunity for all students to develop the skill, knowledge, and attitudes necessary to participate in a lifetime of healthy physical activity. Physical Education will guide students through a process that will enable them to achieve and maintain a health enhancing level of physical fitness. All students in Grades K to 5 participate in physical education. It is important that each student be dressed properly for class. Students should wear elastic waist pants/shorts/skorts and sneakers. Hiking boots, indoor soccer or football cleats are not allowed.

Students should not wear long earrings, and/or large hand or wrist jewelry. Necklaces should be removed or tucked inside clothing. Hats are not to be worn in the gym. Staff are encouraged not to withhold recess or other physical activity, such as physical education, as a regular form of discipline if other alternatives are available. No form of physical exercise shall be used as a punishment.

SCHOOL RESOURCE OFFICER - #ADF

The Mansfield Public Schools and the Mansfield Police Department have established a School Resource Officer (SRO) program to help maintain a safe school environment. In keeping with the Mansfield Public School's mission, the primary role of the SRO is to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment.
- Enforce local, state, and federal laws.
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors.
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues.
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience.
- Serve as a liaison between the schools and the Mansfield Police Department in addressing issues of concern to both departments.

School Resource Officers

Detective Kenneth Wright
Tel: 508-261-7540 Ext. 33155 (school)
Tel: 508-261-7300 Ext. 61223 (Mansfield PD)

Detective Andrew Kelley
Tel: 508-261-7530 Ext. 23114 (school)
Tel: 508-261-7300 Ext. 61349 (Mansfield PD)

Email: kenneth.wright@mansfieldschools.com
Email: andrew.kelley@mansfieldschools.com

SOCIAL EMOTIONAL LEARNING

The Mansfield Public Schools uses a variety of social emotional curriculum materials to meet the unique developmental needs of students. Classroom teachers provide lessons throughout the year to support students as they navigate social interactions. The school counselors and school psychologists provide individualized and tailored support to classrooms and students as needed.

STUDENT TRANSPORTATION SERVICES/SCHOOL BUSES – #EEA, #EEAA, #JICC

Bus routes are established under the direction of the superintendent in cooperation with bus contractors so as an authorized bus stop is available within a reasonable walking distance of the home of every student entitled to transportation, and that distance does not exceed one mile.

Bus routes are structured so the total time a student spends on the bus is minimal.

Authorized bus stops are located at convenient intervals in places where students may be loaded and unloaded, cross highways, and await arrival of buses with the utmost safety allowed by road conditions.

Kindergarten students will be picked up at the bus stop with other students on the regular AM and PM routes.

The district's responsibility begins when the child boards the bus at the pickup location and ends when the child disembarks at the drop off location after school. The bus driver should be considered to have complete authority over students while it is their responsibility to deliver them safely to and from school.

Eligibility
All students in grades kindergarten through six who reside two or more miles from the school are eligible for free transportation. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the students and when the health of students make this service essential.

PAY-N-RIDE Fee Based
All grade K through 6 students who live less than 2 miles and all grades 7 through 12 students may ride the bus on a PAY-N-RIDE fee basis.

Fees
The School Committee shall establish fees for transportation for all non-eligible students and will review them on a regular basis. Said fees must be paid to the school department prior to the student riding the bus. The Pay-N-Ride fee is non-refundable. After the 90th day of school, bus fees for new riders shall be one-half the annual fee.

No student eligible for free or reduced lunch under the Federal School Lunch Program, shall be required to pay a fee for transportation.

Special Education
Regular Transportation: If the student does not require transportation as a result of his or her disability, then transportation shall be provided in the same manner as it would be provided for a student without disabilities. In such a case, the IEP shall note that the student receives regular transportation, and if the school district provides transportation to similarly situated students without disabilities, the eligible student shall also receive transportation.

Special Transportation: If the Team determines that the student's disability requires transportation or specialized transportation arrangements in order to benefit from special education, the Team shall note on the student's IEP that the student requires specialized transportation. In such circumstances, transportation is a related service.

Alternate Addresses
Transportation may be requested, in writing, to and from a location other than the student's legal residence, provided that all of the following conditions are met:

- The service is to/from said alternate location in the AM and/or PM, each and every school day.
- The student is eligible for transportation services.
- The alternate location is on an existing bus route.
- There is space on the bus.

SPECIAL EDUCATION -- #IHB
All eligible students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the Individuals with Disabilities Act, and Section 28 of the Commonwealth of Massachusetts Regulations. Under the law, parent/guardian notification regarding the special education process is always the first step. In each school building, the Massachusetts Special Education Regulations are available for review.

Individualized Educational Program (IEP)
At no cost to families, evaluations to identify special education needs are provided for students from age three (3) through twenty-one (21) who have a disabling condition. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program. Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). Any parent/guardian with questions or concerns regarding special education services may contact:

Melisa Foster
Director of Elementary Special Education
Jordan/Jackson (508) 261- 7525

A student has the following rights regardless of age:

1. A student has the right to stay in a program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
2. A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of one's ability.

In the Mansfield Elementary Schools, the following services are offered: Kindergarten screening, screening to detect possible learning difficulties, formal assessments of student's learning abilities for TEAM Evaluations, development of Individualized Educational Programs, and consultation with parents/guardians, school staff and outside agencies. As required by regulation, the Mansfield Public Schools provides a continuum of special education services to eligible students in the least restrictive environment.

The student referral process includes the following steps:

1. Phase One: Classroom teacher makes appropriate accommodations in the classroom and has conference with parents/guardians

2. Phase Two: Consultation with Student Support Team (SST).

3. Phase Three: Interventions and progress monitoring.

4. Phase Four: Special Education evaluation if recommended by the Student Support Team.

Speech And Language Specialists
The Speech and Language Specialists provide direct individualized and small group services to modify the communication behavior of students presenting articulation, voice, and language and/or fluency problems. Assessments to determine each student's individual needs are completed by the Speech and Language Specialists. Speech and language services are provided in the classroom or in a separate setting depending on the type of service and the needs of the student.

Occupational Therapists/Physical Therapists
The OT/PT staff provides school-based occupational therapy (OT) and physical therapy (PT) and related services as defined under § 300.34 of the Individuals with Disabilities Education Act (IDEA) and are provided to students who meet criteria for special education services under Special Education. The OT and PT provide support and assist the student in achieving the IEP goals or as a service to students on a 504 Plan as recommended by qualified staff.

Section 504
The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, sleeping, standing, lifting, bending, reading, concentrating, thinking, and/or communicating.

STUDENT SUPPORT SERVICES
Jordan/Jackson Support services include Reading Specialists, Math Specialists, and the Response to Intervention (RTI) Teams which provides support for academically at-risk students in grades three, four and five.

SECTION FOUR: SCHOOL/HOME COMMUNICATION

Each elementary school is a community. Teachers, administrators and all members of the staff are committed to working with parents/guardians toward the attainment of excellence for all students. Open Houses, parent/guardian/teacher conferences, and hands-on curriculum workshops will be scheduled throughout the year as vehicles to better communication between home and school.

ASPEN FAMILY PORTAL

Families should use the Family X2 Aspen Portal to access important student information, including academic progress, attendance, transportation, homeroom assignments, report cards, and calendars.

The portal helps parents/guardians stay informed about each child's progress in school and track important dates and events. Families of students in grades 6–12 can also view assignments and grades in real time.

Each family and student has a separate login. A parent/guardian login allows access to all children connected to that family account, while a student login allows access only to the individual student's account.

Accessing the Portal

To access the Family Portal:

1. Open your internet browser and turn off any pop-up blockers.
2. Visit the district website and select the X2 Aspen Student and Family Portal link, or go directly to: https://ma-mansfield.myfollett.com/aspen-login/?deploymentId=ma-mansfield
3. Enter the login ID and password provided to Contact 1 by the school.

Portal Features

Once logged in, families will have access to the following areas:

- Family: View the student(s) connected to the family account.
- My Info: Use the side tabs to view student details, contacts, attendance, and other information.
- Academics: Select a course to view course details. Use the Assignments side tab to view assignment and grade information.
- Calendar: View assignments and important dates. Families may use the Preferences side tab to color-code courses.
- Help: Select Help > User Guide > Family Portal for additional information about portal features.

Login Support

Classroom teachers do not have access to family usernames or passwords. If a parent/guardian forgets their login information, they should contact the Main Office of their child's school. An email reminder will then be sent to Contact 1. After five unsuccessful login attempts, the account will be locked. To unlock an account, families must complete a help desk ticket on the district website:
https://help.mansfieldschools.com/

CURRICULUM NIGHT
All parents/guardians are invited to attend Curriculum Night, which is held in early fall. At this time teachers give an overview of their classes, including curriculum descriptions, expectations, and routines. The evening ends with an opportunity to ask questions of the classroom teacher in an informal manner.

CUSTODY ISSUES
Official court orders regarding the custody and care of any student must be filed in the office at the beginning of each school year or at any time during the school year, should the custody of a student change. The Mansfield Public Schools will follow the most recent court order supplied to the school.

EMERGENCY INFORMATION FORMS
Emergency information forms are sent home at the beginning of each school year. The form records phone numbers of parents/guardians, relatives and physicians to be notified in an emergency. Dismissal of a student and/or the release of student information will only be authorized to those persons stated on the Emergency Form. It is extremely important that the Emergency Form information be kept up-to-date and accurate, so please notify the school office in writing of any changes.

MESSAGES
The best method for parents/guardians to share day-to-day information is by sending a note with their student. The office telephones are available for students to call home in an emergency only. Use of the school telephone requires permission from the student's teacher and from the school office staff. Use of cell phones by students during the school day is not allowed. To minimize interruptions in the school day, general announcements will be made at the beginning and the end of the day.

NEWSLETTERS – #KDAC
Each elementary school routinely publishes an e-newsletter to keep families up to date with school activities, curriculum updates, assemblies and more.

PARENT/BOOSTER ORGANIZATIONS -- #KBE

The Mansfield Elementary Schools Association (MESA)
MESA is composed of parents/guardians whose students attend either the Robinson School or the Jordan/Jackson School. All parents/guardians are automatically members. The general purposes of the group are to facilitate communication between school and home, to serve as an organizational framework for providing service to the school, and to enrich the students' school experience. Throughout the years, the organization has sponsored cultural and educational programs such as theater programs, concerts and storytellers. The organization annually presents classroom grants to teachers for materials. Meetings are held monthly and are open to all parents/guardians, teachers and administrators. To learn more about this organization, please visit their website at www.mesa4parents.org.

Special Education Parent Advisory Council (SEPAC)
The SEPAC offers membership to all parents/guardians of students found eligible for special education in the Mansfield district, as well as other interested parties. The SEPAC is authorized to provide advice to the district regarding special education programs and policies. Additionally, the SEPAC is authorized to meet with designated school officials and to engage in activities that enable the SEPAC to participate in the planning, development, and evaluation of the district's special education programs.

STUDENT PLACEMENT PROCESS
The placement process involves careful consideration of academic, social, and emotional factors. Families will be given an opportunity to provide input regarding student placement. While families may provide input, final placement decisions are made by school staff in accordance with district guidelines. Ongoing communication between home and school is vital to student success.

SCHOOL REPORT CARDS
Report cards, parent/guardian conferences, and portfolios help to provide an overall picture of a student's progress. However, regular and open conversation between parent/guardian and teacher is the most important part of understanding a student's development.

The Mansfield Public Schools use standards-based report cards for grades K-5. Standards-based report cards are designed to inform parents/guardians about their student's performance against a specific and observable set of grade level skills and how well the student is progressing toward the year-end learning goals at grade level.

Report cards are issued three times a year for Grades 1 through 5. Reports are issued in November, March and June.

SCHOOL CANCELLATION AND CLOSING
In the event of unusually severe weather or other special circumstances that might prevent or delay the opening of school, announcements are broadcast between 6 - 8 A.M. on the following stations. Parents/guardians need to make advance arrangements for a possible delayed start of school, which could be up to two (2) hours. In the event that students need to be released from school early, parents/guardians should check these stations for current information:

- WBZ 4
- WCVB 5
- WHDH 7
- WLNE 6
- WJAR 10
- WPRI 12

Information about school cancellations will also be posted on the Mansfield Public Schools website (www.mansfieldschools.com), social media, and parents/guardians will receive an

Apptegy alert in the form of a phone call, email and/or text depending on the situation. Families should notify the school office in writing of any changes to their emergency contacts and can request access to SMS text messaging by texting "YES" to 67587.

SCHOOL COUNCIL — #BDFA
Each of the Mansfield Elementary Schools has a school council. The School Council is a representative, school-based committee composed of the principal, parents/guardians, teachers, and community members. The School Council has an advisory role in shaping the policies and programs of the school. Elections for parent/guardian representatives of the School Council are held in the fall.

VISITORS TO SCHOOL – #KI
Parents/guardians are welcome in the Mansfield Elementary Schools as it provides an excellent opportunity to gain an accurate picture of the school program. Parents/guardians are encouraged to call their student's teacher and make an appointment for a mutually convenient time to visit school. Parents/guardians who wish to initiate a school visit must make prior arrangements with a principal, or designee. An administrator will accompany anyone scheduled to visit the school for a tour or classroom visit.

- During the hours of 8:15am - 2:30pm all visitors must sign-in at the visitors' office, which is labeled door number 2. They will be asked to present a government-issued ID, such as a driver's license, which will be scanned into the Visitor Management System.
- The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders.
- Between the hours of 2:30pm - 4:00pm, visitors will be permitted to ring the buzzer at either office, doors 1 and 5, in order to be granted entry.
- C.H.A.M.P.S. families will continue to use door number 14 and follow C.H.A.M.P.S. arrival and dismissal procedures.

VOLUNTEERS
Volunteers are welcome in the Mansfield Elementary Schools. The principal areas of volunteer services include: library, individual classrooms, playground, kindergarten screening, health screenings, computer use, writing process, office, special projects and activities. Volunteer Sign-Up Forms are distributed at the beginning of the school year by volunteer coordinators. A Volunteer Sign-In Book is located inside the school office. Volunteers are asked to sign in every time they enter the building and to wear a volunteer badge.

To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all volunteers and is available in the Office of the School Principal as well as on the District website (under the "About" tab within the District Documents, Plans and Forms).

SECTION FIVE: DISCIPLINE PROCEDURES AND DUE PROCESS

DISCIPLINE (Unless otherwise defined by Massachusetts General Law) #JIC
The Mansfield Public Schools act in accordance with the implementation of Chapter 222 of the Acts of 2012 as stated in Massachusetts General Law 71, 37H, 37H ½, 37H ¾. Prior to issuing any disciplinary consequences pursuant to G.L. c. 71, § 37H ¾ and not subject to G.L. c. 71, §§ 37H and 37H ½, as discussed below, the Principal or designee will consider alternative remedies to such consequences. This policy applies only to short-term or long-term suspensions, emergency removals or in-school suspensions, or expulsions that are not issued under G.L. c. 71, §§ 37H and 37H ½. This policy does not apply to disciplinary consequences issued under G.L. c. 71, §§ 37H and 37H ½, which include: assault of educational staff, possession of controlled substances or a dangerous weapon on school grounds, and felony charges or conviction.

The Principal or designee will consider methods to re-engage the student in the learning process when deciding disciplinary consequences for the student. Specifically, the Principal or designee will consider and use alternative remedies including but not limited to mediation, conflict resolution, restorative justice, and collaborative problem solving. The use and results of such alternative remedies will be documented in writing. The Principal or designee will consider, use to the extent possible, and document in writing such alternative remedies before the Principal or designee may suspend or expel a student. The Principal will also implement school or district models to re-engage students in the learning process, including positive behavioral intervention and support models and trauma sensitive learning models. The Principal or designee will not implement such models in direct response to a specific incident.

The Principal or designee will document specific reasons where alternative remedies are unsuitable or counter-productive. The Principal or designee will document specific reasons in situations where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm on another while in school, the Principal or designee will document specific reasons.

Jordan/Jackson School-Wide Behavioral Expectations Matrix

Jordan/Jackson School-Wide Behavioral Expectations

All Settings	Learning Environment	Cafeteria	Indoor Recess	Outdoor Recess	Bus	Bathroom	Chromebook	Arrival/ Dismissal
Follow adult directions. Make safe choices. Accept responsibility for your actions and choices. Give Me Five. Listen when others are speaking. Use kind words and respectful tone of voice. Keep hands, feet, and objects to ourselves. Put forth your best effort. Stay on task. Include others. Keep the school clean.	Take teacher guidance on expected Voice Volume. Put forth your best effort. Be prepared. Stay on task. Help others. Share. Clean up your area. Use materials responsibly.	**Voice Volume 2** Raise your hand for help. Eat your own food. Sit at your assigned tables. Walk at all times. Clean up your table and floor.	**Voice Volume 2** Find an activity and sit down and play. Play fairly. Invite others to play. Use materials responsibly. Start cleaning up when asked to. Make sure all materials are cleaned up and put where they belong.	Voice Volume depends on activity **Play 0-4** **Lining Up 0** Make safe choices. Report unexpected or unsafe (OR Red and Yellow) behaviors to an adult. Play fairly. Invite others to play. Use equipment properly. Make sure all equipment is cleaned up and put where it belongs.	**Voice Volume 1** Stay seated in your assigned seat. Face forward. Keep your feet on the floor. Keep your belongings in your bag. Use kind words. Keep bus seat clean. Throw away trash.	**Voice Volume 2** Follow the expectations for the bathroom. Respect everyone's privacy. Let a trusted adult know about a problem.	Take care of your Chromebook Use your Chromebook in a way that is educationally appropriate. Visit school appropriate websites only. Keep your username and password private. Follow the expectations as outlined in the Responsible Use Policy.	Inside **Voice Volume 2** Outside **Voice Volume 3** Walk at all times. Go directly to your destination. Show respect by greeting and responding to others.
Voice Volume Key **0 - No Voice 1 - Whisper Voice 2 - Quiet Voice 3 - Regular Talking Voice 4 - Loud Voice 5 - Very Loud Voice**								

As members of the Jordan/Jackson community, we promote a passion for life-long learning, the motivation to achieve, and the responsibility to care for ourselves and others.

We care about ourselves.
We care about others.
We care about our school.

Students engage in the problem-solving approach by:

1. Identifying the problem
2. Strategizing possible solutions
3. Working with teachers and/or administrators to enact a plan that will prevent further problems
4. Sharing the plan with all parties concerned, e.g., other students, parents/guardians, school staff, etc.

5. Depending on the frequency and severity of the problem(s), plans may include components such as:

6. Verbal and/or written warning;
7. An apology;
8. Telephone call and/or written letter to parents/guardians;
9. Parent Conference;
10. Loss of recess privileges;
11. Loss of bus riding privileges;
12. Suspension from the classroom day (in school);
13. Suspension from the classroom day (out of school);
14. Increased adult supervision on school premises;
15. Limiting or denying student access to a part or area of the school;
16. Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;
17. Awareness training (to help students understand the impact of their behavior);
18. Participating in social skills development, cultural diversity, anti-harassment, or anti-bullying programs;
19. Mandatory counseling; or
20. Other actions deemed appropriate by the administrator, please see the appendix for more information

PROBLEM RESOLUTION

The Jordan/Jackson School Community relies on a partnership among staff and families to create a healthy and safe environment for learning. In order to accomplish this, each school employs the problem-solving approach and Positive Behavior Intervention and Support. These components reinforce that students are encouraged to become reflective about their values with respect to our school/community standards.

Parents/guardians are encouraged to call the teacher(s), school counselor, or school administrator(s) to initiate conferences, to receive updates on their student's progress, or to voice a concern. When there is a concern about an educational or disciplinary problem, the parent/ guardian should first consult the teacher directly involved with the situation, and an attempt should be made to resolve the problem at that level. A conference may be requested, and the student may participate in that conference when appropriate.

When an issue has not been resolved at the level of the teacher, an additional meeting can be arranged between the parent/guardian, the teacher, and a school administrator.

GOALS

The goal of the discipline policy of the Mansfield Public Schools is to create an orderly and productive environment essential for the effective, efficient, and safe operation of the schools. The intention of this policy is to provide parents/guardians and students with notice of the school standards and expectations regarding student behavior and the consequences for violations of the rules and regulations.

All members of the school community have the responsibility to conduct themselves with respect for the rights and property of others in school and during all school-sponsored activities,

both on and off school grounds, including those times when riding school buses or other school provided vehicles.

Students are expected to cooperate with school staff when enforcing the code of conduct. Failure to cooperate, obstructing an investigation, or providing false information, may result in discipline.

SECTION SIX: STUDENT RECORDS -- #JRA, #JRA-R

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations afford parents/guardians and eligible students certain rights regarding student educational records. These rights include:

1. To inspect and review the education records of a student within ten (10) days of the day the school system receives a request. Parents/guardians or eligible students should submit to the school principal or other appropriate school official a written request that identifies the record (s) that they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The school department may charge a reasonable copying fee.

2. To ask the Mansfield Public Schools to amend a record. Parents/guardians or eligible students should write to the school principal, clearly identifying the part of the record that they want changed. If the school system decides not to amend the record as requested by the parent/guardian or eligible student, the school system will notify the parent/guardian or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. With certain exceptions set forth in the state and federal regulations, to consent to disclosures of personally identifiable information contained in the education record of the student.

Complaints regarding student records issues may be sent to:

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

Authorization for Release of Student Records
In accordance with the Commonwealth of Massachusetts Regulations 603 CMR 23.02, the Mansfield Public Schools may release certain information about students and parents/guardians to third parties without first obtaining consent, unless the parent/guardian or eligible student

notifies the Mansfield Public Schools in writing that they do not want such information to be released. “Third parties” are defined in these regulations to be, “…any person, private or public agency… or organization other than the eligible student, parent/guardian, or authorized school personnel”. For example, third parties to whom the Mansfield Public Schools may release student record information would include parent teacher organizations, and newspapers that report on student activities, etc.

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

- Student's name, address, telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Weight and height of members of athletic teams
- Class
- Participation in officially recognized activities and sports
- Degrees, honors and awards, and post-high school plans

Students fourteen (14) years of age and older or who have entered grade nine are entitled to receive notification regarding the release of student record information.

Parents/guardians who do not wish this information concerning their students and themselves to be released without their consent may complete and sign a school form indicating. These forms are given to all families on the first day of school and are available in both offices of each school.

Medical Records
During the time a student is enrolled in a school, the principal or designee will periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and parent/guardian are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice will be placed in the temporary record. The School Health and Immunization Record is considered part of the temporary record. Students are provided the opportunity to sign for and take possession of their School Health and Immunization Record during the last few weeks of their senior year or prior to moving from the district. The Mansfield Public School system does not retain a copy of this record, and any unclaimed record is destroyed.

Amendment or Deletion of Records
A parent/guardian or eligible student has the right to add relevant comments, information or other written material to the Student Record. In addition, the parent/guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a team evaluation. The parent/guardian or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such a conference, the principal must render a decision in writing on the objection. If the parent/guardian or eligible student is not satisfied with the decision of the principal, the parent/guardian or eligible student may appeal such decision to the Superintendent of Schools.

Destruction of Records
The temporary record of a student will be destroyed no later than seven (7) years after the student leaves the school system. The transcript of a student may be destroyed no sooner than sixty (60) years after the student leaves the school system. A school principal or designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent/guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

SECTION SEVEN: NON-DISCRIMINATION & COMPLIANCE INFORMATION

NON-DISCRIMINATION AND ANTI HARASSMENT PROCEDURES— #AC, #AC-R
The Mansfield Public Schools does not discriminate on the basis of race, color, age, disability, sex, sexual orientation, gender identity, religion, national origin, ancestry, retaliation, marital status, genetics, military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The Mansfield Public Schools is committed to compliance with Title VI and Title VII of the 1964 Civil Rights Act, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967 (ADEA), the Family and Medical Leave Act of 1993 (FMLA), and with Massachusetts General Laws, c. 76 §5, Chapter 151B, and 151C, all as amended.

The Mansfield Public Schools has designated a Title IX compliance officer to coordinate the District's efforts to comply with these laws and to respond to matters of civil rights that arise in the school setting. If a student or employee feels that they have been discriminated against or harassed on the basis of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, homelessness, or any other status or category protected under federal or state law, they may complain to the principal of the school, director of human resources (employees), or to Title IX Officer for the school district.

Discrimination complaints are dealt with at the individual school level whenever possible, with notification to the district-wide Title IX Officer. All reasonable efforts will be made to inform only those with a “need to know” of the complaint. To file a discrimination complaint, use the Mansfield Public Schools Incident Reporting Form.

Title IX Officer and Section 504/ADA Coordinator
Amy Bright, Assistant Superintendent of Teaching and Learning
Mansfield Public Schools
2 Park Row
Mansfield, MA 02048
508-261-7500
amy.bright@mansfieldschools.com

School Principals and Human Resources Department

- Denise daGraça, Principal
  Jordan/Jackson Elementary
  255 East Street
  Mansfield, MA 02048
  (508) 261-7525

Alternative Complaint Procedures
Individuals are not limited to a formal complaint process through the Mansfield Public Schools but may seek resolution through other agencies.

Inquiries regarding federal law may be directed to:
Washington DC (Metro)
Officer for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202-453-6020
FAX: 202-453-6021; TDD: 800-877-8339; Email: OCR.DC@ed.gov

Inquiries regarding state law may be directed to:
Massachusetts Department of Elementary and Secondary Education
Office of Program Quality Assurance Services
135 Santilli Highway
Everett, MA 02149
Main Telephone: 781-338-3700
Fax: 781-338-3710
Email: DESECompliance@mass.gov
The Massachusetts Commission Against Discrimination
1 Ashburton Place, Room 601 (Sixth Floor)
Boston, MA 02108
Phone: 617-994-6000

Special Education-#IHB
All students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the federal Education of All Handicapped students law and the Commonwealth of Massachusetts Regulations Section 28. In each school building, the Massachusetts Special Education Regulations are available for review. No cost evaluations to identify special education needs are provided for students from age three (3) through twenty-one (21) who have a disabling condition and have not yet obtained a high school diploma. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program.

Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). A student has the following rights regardless of age:

- A student has the right to stay in a program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.

- A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of a disability.

Compliance Coordinator
Jessica Davis
Assistant Superintendent of Student Services
Jessica.Davis@mansfieldschools.com
(508) 261-7507

Massachusetts Department of Elementary and Secondary Education
Bureau of Special Education Appeals
14 Summer Street, 4th Floor
Malden, MA 02148

PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE
Mansfield Public Schools has developed and adopted policies, in consultation with parents /guardians, 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 Mansfield School District will directly notify parents /guardians of these policies at least annually at the start of each school year and after any substantive changes. The Mansfield School District will also directly notify, such as through U.S. Mail or email, parents /guardians 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 their student out of participation in the specific activity or survey. The Mansfield School District will make this notification to parents /guardians 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 /guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents /guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

Parents /guardians 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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) #ILD
In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if they are at least 18 years of age, no student shall be required to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardian; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such programs.

- All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

- A parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

- The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents/guardians with access to surveys within a reasonable time before administration or distribution.

- The School District will notify parents/guardians of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy.

- The District will directly notify parents/guardians annually at the beginning of the school year, and during the school year, when surveys, analyses, or evaluations are scheduled or anticipated. Parents/guardians shall have the opportunity to opt their child out of

participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

- Parents/guardians or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

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

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

GLOSSARY OF SELECTED EDUCATIONAL TERMS

BICO: The Bi-County Collaborative is housed within the Jordan/Jackson School. It is an academic, social, counseling and therapeutic, recreational, and vocational special education program for students.

Bullying: The repeated use by one or more students or staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to themself or of damage to their property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

CHAMPS: Continued Hours at Mansfield Public Schools is a before and afterschool childcare.

CORI: A Criminal Offender Record Information consists of an individual's Massachusetts court appearances. Every employee, prospective employee, and volunteer must complete a CORI form before working or volunteering within the schools.

CCSS: The Common Core State Standards are a set of academic standards for kindergarten through 12th grade 12 students in English language arts/literacy and mathematics.
http://www.corestandards.org/

Curriculum Associates: Teacher leaders who apply for, and are appointed to, the school district Vertical Teams.

DESE: Massachusetts Department of Elementary and Secondary Education.
http://www.doe.mass.edu/

Differentiated Instruction: A way of instructing students that addresses their differences in learning styles, abilities, and interests. http://caroltomlinson.com/

EL: An English Learner is one that is learning the English language in addition to their native language. http://www.doe.mass.edu/

FY: Is an abbreviation for: Fiscal Year. For example, FY15: July 1, 2014 – June 30, 2015; FY16: July 1, 2015 – June 30, 2016

IEP: Stands for an Individualized Education Plan. An IEP applies to students found to have a disability, as defined by federal regulations.

MCAS: Massachusetts Comprehensive Assessment System http://www.doe.mass.edu/mcas/

MESA: The Mansfield Elementary School Association is a non-profit parent organization serving the students and staff of Robinson and Jordan/Jackson.

MTSS: Multi-Tiered Systems of Support (MTSS) is a "a comprehensive continuum of evidence-based, systemic practices to support a rapid response to students' needs, with regular observation to facilitate data-based instructional decision making. MTSS integrates both Response to Intervention and Positive Behavioral Intervention and Supports- identifying students' academic, behavioral, social-emotional strengths and challenges.

PBIS: Positive Behaviors Interventions and Supports is an approach used within the schools to establish and promote expected behaviors and academic success. http://www2.mansfieldschools.com/education/staff/staff.php?sectionid=425&

504 Plan: An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

Reflex Math: Is a program used before and after school at J/J to support math fact fluency.

RTI: Response to Intervention is the process of providing high-quality instruction and interventions matched to student needs. A team of educators monitor progress of students frequently to match decisions about changes in instruction or goals to meet the needs of individual students. http://mansfieldschools.com/JJ/pdf%20files/JordanJacksonRTI.pdf

SRO: School Resource Officer

STEAM: Science, Technology, Engineering, Arts, and Math is an interdisciplinary and applied approach to learning.

Vertical Teams: Facilitated by the Department Chairs who guide teacher leaders from both the secondary and the elementary schools in the collegial work of vertical articulation of the curriculum.

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Please note that updates to the handbook will continue to be made as policies are reviewed and approved by the School Committee.

The Student Handbook serves as the primary reference document for school-based staff and administrators in the implementation of school expectations, procedures, and policies. Students and families are encouraged to familiarize themselves with the contents of the handbook and remain informed of any revisions throughout the school year.

STUDENT BEHAVIOR AND EXPECTATIONS

Student Conduct #JK

The Massachusetts General Laws require the Mansfield School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

Disciplinary Offenses

Level I: Minor Offenses

Level I offenses include, but are not limited to, pass violations, tardiness, failure to attend assigned detention, and use of inappropriate language. No more than one student may be in a bathroom stall at the same time. Students may not eat in the bathroom at any time. Failure to comply with this may result in discipline. Students may not use any food delivery service to have food delivered to school. Students who have food delivered to school without the express permission of an administrator will not be allowed to access their delivery and may be subject to consequences.

Level II: Major Offenses

Level II offenses include, but are not limited to, truancy, insubordination, disrespectful behavior, disruptive behavior, harassment, bullying, vulgar and obscene language, vulgar and obscene language or aggression directed at a staff member, fighting, smoking (including, but not limited to tobacco products such as chewing tobacco, cigars, cigarettes, pipes, electronic, 'vapor,' or other substitute forms of cigarette and nicotine products), repeated Level I offenses, unauthorized access to another student's locker, failure to report to a class or other assigned area (library, lunch, assembly, nurse's office, school counseling office), or participation in a school-sponsored activity while suspended.

Level III: Illegal Acts

Level III offenses include all acts that are illegal under the laws of the Commonwealth of Massachusetts, including, but not limited to: vandalism, theft, sexual harassment, assault, possession of illegal drugs, use of illegal drugs, distribution of illegal drugs, possession of dangerous weapons or objects, false alarms, threats, or violation of the civil rights of a staff member or another student, or unauthorized use of computer networking systems and/or tampering with computer equipment, resident programs, or files. Students may be subject to Level I and Level II penalties, a suspension of greater than ten (10) days, or expulsion. Upon belief that a student has committed a Level III act, the police may be notified.

Progressive Discipline

Mansfield Public Schools is committed to maintaining a safe, respectful, and supportive learning environment for all students. In support of this, MPS utilizes a progressive discipline model that emphasizes clear expectations, consistent responses, and opportunities for student growth that focus on restoration.

Student behaviors are addressed through a tiered approach based on the severity and frequency of behavior. The Progressive Discipline List below outlines possible interventions and/or consequences. The list is intended to serve as a guideline for students, families, and staff. While it provides several examples and responses, it is not intended to include all possible situations or outcomes that could come up.

School administrators reserve the discretion to determine appropriate consequences based on the specific circumstances and information provided, including the nature, severity, and frequency of the behavior.

Conference With Administrator

If a student exhibits unexpected behavior in the classroom, they may have a conference with a school administrator to review expectations.

Hall Pass Restrictions

Students who consistently cut class or in any other way violate the hall pass system may be subject to pass restrictions as determined by the administration.

Backpack Privileges

At the discretion of school administration, students may lose the ability to carry a backpack between classes. These privileges could be restricted if a student is found to be transporting banned materials in their backpack during school.

Community Service

An administrator may assign hours of community service as a logical consequence to behavioral misconduct. When feasible, the community service will be related to the misconduct and performed in school. Community service arrangements outside of school must be approved by school administration and documentation may be required.

Detention Lessons

An administrator may assign a detention lesson or lessons to be completed during an assigned detention or extended detention. Each lesson will directly relate to the offense for which the detention was assigned. If a student fails to complete the lesson or fails to submit satisfactory work related to the lesson, another detention may be assigned to complete or redo the work.

Teacher Detention

A student failing to report to a teacher detention will be reported to an administrator and will be assigned a detention, as deemed appropriate by the administrator. The length of a teacher assigned detention is at the discretion of the teacher. Students assigned to detention are to report to the room designated at the time given and for the number of days assigned. 24-hour notice is to be given to students and families. Parents should be made aware of assigned detentions.

Lunch Detention

Lunch detentions are assigned by an assistant principal for Level I or II infractions for any day lunch is being served at school. During a lunch detention, a student is to bring their lunch to the office to be eaten away from the cafeteria. No student serving a lunch detention will be denied the ability to eat lunch. Students buying lunch and students who receive free and reduced lunch will be able to go to the cafeteria to get their lunch. They are served in the main office during the student's assigned lunch period.

Mediation

When possible as determined by a school administrator, an administrator or counselor may facilitate mediation between students in conflict.

Behavior Plans

Sometimes students struggle with meeting behavior expectations, even after receiving reminders. In response, teams may work with the student and counselor to create a behavior plan. Behavior plans identify appropriate behaviors and incentives that motivate the student. These plans are individualized to the student and their needs and are intended to be temporary support in helping the student demonstrate appropriate behavior.

Behavior Contract

If a child continues to struggle with unexpected behaviors after the implementation of a behavior plan, the child and family may meet with an administrator to develop a behavior contract. Behavior contracts are written and agreed upon by the parent/guardian and school administrator and clearly define what

behaviors are expected, what behaviors will not be tolerated, the supports the child has access to in order to meet behavior expectations, and the consequences for engaging in unacceptable behavior.

Office Detention

Office detentions are assigned by an assistant principal for Level I or II infractions. Office detentions are held after school.

Extended Detention

Extended detentions are assigned by an assistant principal for Level I offenses or for Level II offenses. Extended detentions are held after school. Students are expected to bring school work to complete during the detention.

Removal From Bus

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Exclusion From Extracurricular School Functions

A school administrator may determine that a student's behavior warrants the student's exclusion from the privileges of extracurricular school activities and attendance at school-sponsored events, including but not limited to: field day, ski club trips and/or end-of-year activities.

Saturday Detention

Saturday detentions are assigned by an assistant principal for Level I and II offenses and are held from 8:00 a.m. – 12:00 noon. Students are expected to bring school work to complete during the detention. Students are required to serve a detention on the date assigned prior to attending athletic practices or other after school or extracurricular activities.

Child Requiring Assistance (CRA)

A CRA is only filed after numerous attempts to support the child have proven unsuccessful. A Child Requiring Assistance (CRA) petition is when the school, parent, or guardian asks the Massachusetts Juvenile Court with help supervising a child. The State of Massachusetts directs schools to file a CRA petition when a child accumulates 8 or more absences in a term. The school can also file a CRA petition for a child who chronically misbehaves in school. Parents and guardians can file a CRA petition when a child fails to obey the legal and reasonable demands of the home. The process involves the family and school receiving a summons to meet before a judge in the Attleboro District Court.

Student Discipline #JIC

The Mansfield School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect

and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the Student Handbook or other publication to be made available to students, parents and guardians. The prohibited actions in the Student handbook or other publications do not need to be exhaustive. Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Suspension

Prior to issuing any disciplinary consequences pursuant to G.L. c. 71, § 37H ¾ and not subject to G.L. c. 71, §§ 37H and 37H ½, as discussed below, the Principal or designee will consider alternative remedies to such consequences. This policy applies only to short-term or long-term suspensions, emergency removals or in-school suspensions, or expulsions that are not issued under G.L. c. 71, §§ 37H and 37H ½. This policy does not apply to disciplinary consequences issued under G.L. c. 71, §§ 37H and 37H ½, which include: assault of educational staff, possession of controlled substances or a dangerous weapon on school grounds, and felony charges or conviction.

The Principal or designee will consider methods to re-engage the student in the learning process when deciding disciplinary consequences for the student. Specifically, the Principal or designee will consider and use alternative remedies including but not limited to mediation, conflict resolution, restorative justice, and collaborative problem solving. The use and results of such alternative remedies will be documented in writing. The Principal or designee will consider, use to the extent possible, and document in writing such alternative remedies before the Principal or designee may suspend or expel a student. The Principal will also implement school or district models to re-engage students in the learning process, including positive behavioral intervention and support models and trauma sensitive learning models. The Principal or designee will not implement such models in direct response to a specific incident.

The Principal or designee will document specific reasons where alternative remedies are unsuitable or counter-productive. The Principal or designee will document specific reasons in situations where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm on another while in school. The Principal or designee will document specific reasons.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than ten (10) days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing

without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

Emergency Removal

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.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

In School Suspension – Not More Than 10 Days

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation. The length of the suspension shall not exceed ten days, cumulatively or consecutively, in a school year.

Principal's Hearing – Short Term Suspension of up to 10 Days

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

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

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

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

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

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's or parent/guardian's expense; The right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal'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, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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

Superintendent's Hearing

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

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

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

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

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent

shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing that meets the requirements of law and regulation. 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 school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the due process rights as outlined in Massachusetts General Law, Chapter 71, Section 37H or 37H1/2 as applicable. Any student suspended for more than 10 consecutive days or expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed, or in the notice of intent to suspend for cases of emergency removal, or instances where a student is suspended prior to a hearing under Massachusetts General Law, Section 37H and 37H1/2.

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

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

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

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

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short-and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE. The Principal of each school shall periodically review discipline data by selected student populations, as appropriate.

NOTE:

The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

Massachusetts General Laws

Section 37H: Policies relative to conduct of teachers or students; student handbooks

Section 37H. 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 ensuring 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.

Section 37H1/2: Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. 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 a 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 a 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.

Section 37H3/4: Suspension or expulsion on grounds other than those set forth in Sections 37H or 37H1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii)

conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school-or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school-or district-wide models shall not be considered a direct response to a specific incident.

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

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

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

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

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

Education Services And Academic Progress Under Sections 37H, 37H ½ and 37H ¾ #JIC

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion will have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The Principal will inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The Principal will notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice will be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice will include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

Discipline Of Students Educated On An IEP

All students are expected to meet the requirements for behavior set forth in the student handbook. However, students eligible for special education or 504 Plans are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC 1401 et.seq. ("the IDEA") and its implementing regulations (34 CFR 300 et. seq.).

Students eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability.

Anytime school personnel seek to remove a student from their current educational placement for more than ten school days in a school year, **this constitutes a "change of placement"** and invokes certain procedural rights including but not limited to a review by the IEP TEAM of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to as a **Manifestation Determination**.

If the behavior is a manifestation of the student's disability the student's TEAM will conduct a Functional Behavior Assessment and develop a Behavior Support Plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a Behavior Support Plan is already in place, the TEAM will review the plan and revise it accordingly. **The student will also be returned to their educational placement unless the parent(s)/guardian(s) and the school agree otherwise.**

If the behavior is not a manifestation of the student's disability, then the student may be removed from their educational placement to the same extent that a regular education student would be removed. The special education student must continue to receive their special education services in order to participate in the general education curriculum although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP. Additionally, the student should receive, as appropriate, a Functional Behavioral Assessment and Behavior Support Plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include when a special education student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty- five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability. If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.

For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at http://www.doe.mass.edu/sped/prob/. Additionally, copies of the state and federal special education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at http://www.doe.mass.echi/bsea/ or can be requested from the Director of Special Education at (508) 261-7507

Discipline of Students Educated on a 504 Plan

School personnel may not suspend a student on a 504 plan for more than ten consecutive days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

Discipline Of Students Not Yet Eligible For Special Education

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if:

> (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services;
> (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or
> (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel.

However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Proper Use and Administration of Restraint

The Mansfield Public Schools prohibits the use of mechanical restraint, medication restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion restraint, and the use of physical restraint in a manner inconsistent with 603 CMR 46.03.

School personnel will use physical restraint only as an emergency procedure of last resort and only after other less-intrusive alternatives have failed or been deemed inappropriate, with these goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

School personnel will not use physical restraint when it is medically contraindicated, as a means of discipline or punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others**. For the full policy please see School Committee policy #JKAA.**

Search & Interrogation

Lockers, desks, and other equipment assigned to students remain the property of Mansfield Public Schools and are provided for student use. Because these items are school property, students should not expect privacy in their contents. Mansfield Public Schools reserves the right to inspect, search, or access lockers, desks, and other school-owned property at any time, in accordance with applicable laws and regulations, to maintain a safe, secure, and orderly learning environment.

Searches by Staff:
The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property, and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process.

Interrogations by Police:
The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or their designee will be present when possible and will only make students available with parent/guardian consent or a validly issued judicial warrant. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation and gain their consent, if needed.

2. If custody and/or arrest are involved, the Principal will observe that all procedural safeguards, as prescribed by law, are followed by the law enforcement officials.

Firearms

In accordance with the Massachusetts General Laws Chapter 71, Section 10, Chapter 150, the following regulations relative to firearms are enforced in the Mansfield Public Schools.

Whoever not being a law enforcement officer, and notwithstanding any license obtained by oneself under the provisions of Chapter 140, carries on their person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punishable by a fine of not more than one thousand dollars ($1,000.00) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Replicas and/or toy firearms are not permitted in school. Violation of this policy will result in disciplinary action as outlined in Level III of the Discipline Policy.

Use Of Tobacco And Tobacco Free Products On School Property

The Massachusetts Education Reform Act prohibits smoking in school and on school property. Students are not permitted to smoke or use tobacco products at any time in the building and on the school grounds or in transportation vehicles used for school-sponsored events and activities. In addition, use of any tobacco product or smoking is banned at all school-sponsored events, even though this use does not take place on school grounds. Because it is illegal for anyone under 18 years of age in Massachusetts to purchase tobacco products, possession of all tobacco products on school grounds is prohibited.

Students who violate this rule will be subject to a Level II consequence. For the purpose of this policy, "smoking" will mean all uses of tobacco or tobacco-free products and devices (including but not limited to chewing tobacco, cigars, cigarettes, and pipes) and the use of electronic, 'vapor,' or other substitute forms of cigarettes and nicotine. **For the full policy please see School Committee policy** #JICG/JICH.

Behavior At After School and Evening Events

Students attending after-school and evening events are expected to conduct themselves in a manner consistent with the behavioral expectations outlined in this handbook. These expectations apply to all school-sponsored activities and events, including athletic contests, performances, dances, and other events held both on and off campus.

Students are expected to positively support Mansfield Public Schools, its students, and its teams. Disrespectful, disruptive, or unsportsmanlike behavior including negative comments, taunting, inappropriate gestures, harassment, or other actions directed toward officials, opponents, participants, spectators, or staff is prohibited.

Any student who fails to meet these expectations may be required to leave the event without a refund. Depending on the nature, severity, and/or frequency of the behavior, additional consequences may be imposed, including exclusion from future school events and disciplinary action in accordance with school policies and procedures.

Students are reminded that attendance at extracurricular events is a privilege, and continued participation is contingent upon maintaining appropriate conduct.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered daily. We appreciate the cooperation of everyone in:

1. Depositing all lunch litter in wastebaskets
2. Placing disposable lunch trays and utensils in the wastebaskets or returning trays to the dishroom

3. Leaving the table and the floor clean for others

Throwing food or any other object in the cafeteria or stealing food is prohibited, and offenders will receive disciplinary action from an administrator. Inappropriate and disruptive behavior may result in exclusion from the cafeteria and/or Level II discipline. Students are not permitted to leave school during lunchtime. Neither food nor drink may be taken from the cafeteria. Students are expected to use their barcodes on their student IDs to purchase lunch.

Care Of School Property

Students may not mark, deface, or damage school furniture, walls, ceilings, floors, equipment, or other district property using pens, pencils, or any other instrument. This includes causing damage to the infrastructure of indoor or outdoor school facilities or to school district transportation. Students may not tamper with the fire alarms, fire extinguishers, or any electrical systems, including the computer network. Anyone who willfully or negligently destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of other students, may face punitive measures as defined by Massachusetts General Law and make restitution for damaged property. Staff members should obtain and report to the administration the names of students who violate the terms of this paragraph.

Each student must promptly return all classroom and library books, athletic clothing, supplies and equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to them. A student shall be responsible for returning such materials in the same condition in which they were entrusted or loaned to the student and shall bear the cost of repairing or replacing the damaged, lost or stolen materials. Failure to return such materials upon request shall subject the student to disciplinary consequences and the potential loss of privileges. Neither food nor drink should be brought into either the auditorium or the gymnasium. **For the full policy please see School Committee policy** #ECAC.

Student Dress

The Mansfield Public Schools is committed to fostering a diverse, inclusive, and respectful learning environment. Students have the right to express their individuality through their dress and appearance. Responsibility for student attire rests primarily with students and their families.

In accordance with Massachusetts law, students are expected to dress in a manner that is consistent with reasonable standards of health, safety, cleanliness, and respect for the educational environment. Student attire must not substantially disrupt the educational process or interfere with the rights, safety, or well-being of others.

Students may not wear clothing or accessories that:

- Depict, promote, or advocate violence, aggression, harassment, discrimination, hate speech, or the intimidation of any individual or group.
- Display, advertise, or reference alcohol, tobacco, vaping products, cannabis, illegal drugs, drug paraphernalia, or other controlled substances.

- Display or reference sexually explicit, lewd, or vulgar language, images, or content.
- Create a safety concern in classrooms, laboratories, physical education settings, vocational spaces, or other school activities.
- Cause a substantial disruption to the educational environment.
- Expose undergarments.

For safety and identification purposes, hoods must remain off while students are in school buildings unless otherwise authorized by school administration or required for documented religious, cultural, or medical reasons.

School staff will address dress code concerns in a manner that is respectful, equitable, and designed to minimize disruption to the student's learning experience. **For the full policy please see School Committee policy** #JIC.

Student Cooperation

Students are expected to cooperate with MPS staff enforcing the code of conduct. Failure to cooperate, obstructing an investigation or search, or providing false information, may result in discipline.

Academic Integrity

Mansfield Public Schools maintains a rigorous academic program. Part of maintaining these high expectations is an agreement that students will hold themselves, and each other, to the highest standards of integrity. Students are expected to take accountability for their own work and acknowledge the work of others, including their peers.

Mansfield Public Schools will not tolerate any deviation from the academic integrity policy, including instances of cheating and plagiarism. Cheating is a serious academic offense that impedes learning and diminishes personal growth. It includes but is not limited to cheating on tests, quizzes, homework, or any other assignment regardless of point value. If a teacher determines that a student has cheated, the teacher will notify parents and administrators and assign consequences outlined in the Progressive Discipline section of this handbook.

Plagiarism is a serious academic offense. According to Webster's Collegiate Dictionary, 10th ed., to plagiarize is "to steal and pass off the ideas or words of another as one's own… to commit literary theft." Plagiarism may include, but is not limited to any of the following acts:

- downloading an entire document from the Internet;
- cutting and pasting portions of a source from the Internet;
- copying or paraphrasing from the work of another student;
- copying or paraphrasing from published sources, such as Cliff's Notes, Spark Notes, books, magazines, newspapers, etc., without proper documentation;
- utilizing artificial intelligence to generate work and presenting that work as your own.

If a teacher determines that a student has violated the Academic Integrity expectations, including plagiarism, the teacher will notify the student, parent/guardian, and appropriate administrator and assign consequences as outlined in the Academic Integrity section of this handbook. In order to maintain our

integrity, all staff members will be vigilant and ensure that these standards are met and consistently sustained.

Students and parents/guardians who believe a violation has been identified in error may appeal the determination by submitting a written request to the building principal within five (5) school days of notification. The principal, or designee, will review the information provided by all parties and render a final decision regarding the finding and any associated consequences.

Examples of academic integrity violations include, but are not limited to:

- Copying the work of someone else and presenting it as your own;
- Failing to appropriately cite a source when required to do so by a teacher;
- Soliciting or allowing someone else to complete your work for you, and presenting it as your original work;
- Using Artificial Intelligence to generate work and presenting it as your own;
- Receiving or obtaining a copy of an exam, parts of an exam, or exam information that has not been made available by the teacher prior to the exam;
- Unauthorized use of electronic devices, websites, apps, or other electronic means to gain an advantage on an assignment or an exam;
- Allowing other students to copy your work on any assignment or exam;
- Altering an assignment or an exam after the work has been graded and seeking credit for the altered work.

Violations of the academic integrity guidelines may result in the following consequences:

- 1st violation in an individual class - Automatic zero on the assignment, teacher will inform parents and administration. The Administrator also reserves the right to assign an office detention
- 2nd and Subsequent violations in an individual class - Automatic zero on the assignment and referral to the main office for additional consequences from an administrator based on progressive discipline. A meeting with the teacher, student, administrator, and parents. Additional consequences can be cumulative for all classes.

Students should only use Artificial Intelligence to complete assignments if they have been instructed to do so by their teachers. If students use AI for any part of their assignment, they should follow all guidelines and expectations set forth by the teacher. Failure to meet these expectations may result in consequences aligned with the Academic Integrity section of this handbook.

Sale or Distribution of Items

Students are not permitted to sell, distribute, trade, or solicit the sale of any items on school property, at school-sponsored events, or on school district transportation without prior authorization from school administration. This includes, but is not limited to, food, beverages, candy, snacks, 3D-printed items, trinkets, merchandise, or other personal items. Unauthorized sales or distribution may result in confiscation of items and disciplinary action in accordance with the Student Code of Conduct.

Electronic Media and Communication Devices

The unauthorized use of electronic video devices (handheld video camcorders, video cellular phones, and other electronic video or electronic still image devices) is prohibited at all times in the Mansfield Public Schools. If an unauthorized student uses an electronic video or still-image device, the equipment may be confiscated, secured in the Main Office, and returned to their parents/guardians. Any unauthorized capture or distribution of electronic video, audio or still images may result in a suspension and/or possible prosecution by the Mansfield Police Department.

The Mansfield Public Schools recognize and support student efforts to capture images that serve as nostalgic reminders of their school years. Yearbook staff hold the formal responsibility for this creative endeavor, but students often want a more personal record. If students wish to use electronic video, audio or still-image devices while on school property, they must request permission from the building administrator.

Hazing #JICFA, #JICFA-E

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Principal, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

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

Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

CH. 269, S.19. COPY OF SECS. 17 to 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS, AND ORGANIZATIONS; REPORT

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

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

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

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

Student to Student Harassment

Harassment of students by other students will not be tolerated in the Mansfield Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities. It also applies any off-campus conduct that can create a hostile environment for students in school.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

<u>Harassment means conduct of a verbal, written, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:</u>

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affect the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

<u>Harassment as described above may include, but is not limited to:</u>

- Verbal, physical or written (which includes texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to

have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy. **For the full policy please see School Committee policy** #AC-R.

Sexual Harassment/ Title IX Policy #ACAB-R

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is:

Amy Bright, Assistant Superintendent for Teaching and Learning
2 Park Row, Mansfield, MA 02048
508-261-7500
Amy.Bright@mansfieldschools.com

The District's Title IX Coordinator may delegate specific duties to one or more designees as the Title IX Coordinator finds appropriate.

The District's nondiscrimination policy and grievance procedures can be located below. The District has adopted these grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the procedures below.

Definitions
Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Under state law, sexual harassment is sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or

- The conduct creates an intimidating, hostile or offensive work environment.

Under Federal law, sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- *Quid pro quo harassment*. An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - The degree to which the conduct affected the complainant's ability to access the District's education program or activity;
    - The type, frequency, and duration of the conduct;
    - The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    - The location of the conduct and the context in which the conduct occurred; and
    - Other sex-based harassment in the District's education program or activity.
- *Specific offense*s.
    - Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    - Dating violence meaning violence committed by a person:
        - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
        - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
            - The length of the relationship;
            - The type of relationship; and
            - The frequency of interaction between the persons involved in the relationship.
    - Domestic violence meaning felony or misdemeanor crimes committed by a person who:
        - Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim;
        - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
        - Shares a child in common with the victim; or
        - Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

- Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress

The following additional definitions apply:

"Complainant" means:

- A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

"Complaint" means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations. The Title IX Coordinator will file this complaint if the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the District from ensuring equal access on the basis of sex to its education program or activity. The following factors go into the decision by the Title IX Coordinator:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the District;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

"Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the District's prohibition on sex discrimination.

"Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether

the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

"Remedies" means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after a District determines that sex discrimination occurred.

"Respondent" means a person who is alleged to have violated the District's prohibition on sex discrimination.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
- Provide support during the District's grievance procedures or during an informal resolution process.

"Parental status" means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

- A biological parent;
- An adoptive parent;
- A foster parent;
- A stepparent;
- A legal custodian or guardian;
- In loco parentis with respect to such a person; or
- Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

"Pregnancy or related conditions" means:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Complaints and Reports of Sexual Harassment

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

- a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- the District's Title IX Coordinator

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of the District; or
- Any person other than a student or employee who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. The District cannot consolidate if it would violate FERPA. Consolidation would not violate FERPA when a District obtains prior written consent from the parents or eligible students to the disclosure of their education records.

The District will address a sex- based hostile environment allegation under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the District's education program or activity or outside the United States.

Obligation to Report

All employees must notify the building principal or the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX.

Informal Resolution

In lieu of resolving a complaint through the District's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties. Prior to beginning informal resolution, the Title IX Coordinator will send notice to the parties of the process and their rights.

Informal resolution is entirely voluntary. Parties may elect to pursue formal procedures at any step in the process of making their complaint, including prior to filing one.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within thirty (30) school days after receiving the allegations, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

Supportive Measures

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within five school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a complaint;
- Determine whether the complainant wishes to file a complaint; and
- Explain to the complainant the purpose of filing a complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided.

A respondent will be offered supportive measures if the District has initiated a Title IX complaint or if the District has offered informal resolution. If the Title IX Coordinator is initiating the complaint, the Title IX Coordinator will notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as

confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members, as appropriate, of the student's IEP or 504 Team to determine how to comply with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

Grievance Process Overview

During the grievance process, the District will treat complainants and respondents equally. The District requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The District has established the following timeframes for the major stages of the grievance procedures:

- Within ten business days, the District will decide whether to dismiss or investigate a complaint.
- Within sixty business days, the District will investigate and decide on the complaint.
- The parties will have ten calendar days to appeal a decision from the decision-maker or of a decision to dismiss the complaint. The District will decide an appeal within thirty calendar days of receipt.

The District will provide all parties with a reasonable extension of time frames on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. If a party is seeking an extension, they should request an extension from the Title IX Coordinator in writing, explaining the reasons for the requested extension. The Title IX Coordinator will rule on the extension in writing to all parties. If the District requires an extension for good cause, it will notify all the parties of the reasons.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The District will objectively evaluate all evidence that is relevant and not otherwise impermissible — including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:
Upon initiation of the District's Title IX grievance procedures, the District will notify the parties of the following:

- The District's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.

If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the District will notify the parties of the additional allegations.

Dismissal of a Complaint:
The District may dismiss a complaint of sex discrimination if:

- The District is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the District's education program or activity and is not employed by the District;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- the District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the District will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the District will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the District will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The District will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the District will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the District will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the District will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the District's education program or activity.

Investigation:

The District will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The District will use a separate investigator and decision maker.

The District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. The District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The District will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence;
- The District will provide a reasonable opportunity to respond to the evidence; and
- The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

The investigator will write up a report on factual conclusions and provide it to the parties and the decision maker.

Questioning the Parties and Witnesses:
Upon receipt of the investigator's report, the District will requirethe decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The decision maker will question witnesses and parties directly to make this determination.

Determination Whether Sex Discrimination Occurred: Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the District will:

Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.

The decision maker will:

- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;

● Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.

● If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

o Coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;

o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and

o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.

o Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and

o Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include revocation of privileges, detentions, suspensions or expulsions. The District may also provide remedies, which may include supportive measures, counseling, stay away orders, class switches or any additional measures that are appropriate.

After the grievance process, the District may as appropriate, modify or terminate supportive measures. If the District does so, it will provide the parties to timely seek from an appropriate and impartial employee, modification or reversal of the District's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee will be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The District will also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

Appeal

The District offers the following process for appeals from a determination whether sex discrimination occurred:

● The parties have the right to appeal the decision of the decisionmaker to the Superintendent in writing within ten (10) calendar days after the decision is formally made. The Superintendent of Schools will offer the other party an opportunity to respond in writing and then will send the parties a decision within thirty (30) calendar days.

Training

All employees will be trained annually and upon hire on:

● The District's obligation to address sex discrimination in its education program or activity;

- The scope of conduct that constitutes sex discrimination, including the definition of sex-based harassment; and
- All applicable notice and information requirements.

All investigators, facilitators of informal resolution, decision-makers and other persons responsible for supportive measures/Title IX process will have additional training on:

- The District's grievance procedures;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance; and
- rules and practices associated with the district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

In addition, the Title IX Coordinator and designees will receive training on their specific responsibilities, recordkeeping and any other training necessary to implement Title IX.

Records

A record will be maintained for a period of seven years of any actions, including supportive measures or informal resolution, taken in response to a report or complaint and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

External Grievance Procedure

Any student, parent or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

Washington DC (Metro)
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202-453-6020
FAX: 202-453-6021;
TDD: 800-877-8339
Email: OCR.DC@ed.gov

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000,
TIY: 617-994-6196

OR

The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Phone: 1-800-669-4000

Referral to Law Enforcement, Other Agencies
Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Retaliation
Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

For the full policy please see School Committee policy #ACAB.

Title VI Nondiscrimination and Equal Access

Mansfield Public Schools is committed to maintaining a safe, inclusive, and equitable learning environment for all students, families, staff, and community members. In accordance with Title VI of the Civil Rights Act of 1964, no student, parent/guardian, employee, or member of the public shall be excluded from participation in, denied the benefits of, or subjected to discrimination, harassment, or unequal treatment on the basis of race, color, or national origin in any district program, activity, service, or educational opportunity.

The district is committed to promoting equitable access to educational programs, services, and school-based opportunities for all students and families. This includes providing meaningful communication and access to information for families who speak a language other than English, consistent with state and federal requirements.

Any student, parent/guardian, or community member who believes they have experienced discrimination, harassment, or unequal treatment based on race, color, or national origin is encouraged to report concerns promptly to school administration or the district's designated Title VI Coordinator. Complaints will be reviewed promptly, thoroughly, and in accordance with district policy, Massachusetts regulations, and applicable federal law.

Retaliation against any individual who reports concerns, files a complaint, or participates in an investigation is strictly prohibited.

Questions or concerns may be directed to:

Amy Bright, Assistant Superintendent for Teaching and Learning
2 Park Row, Mansfield, MA 02048
508-261-7500
amy.bright@mansfieldschools.com

For the full policy please see School Committee policy #AC.

Peer Relationships and Teen Dating Violence #JICFC

The Mansfield Public Schools is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Mansfield Public Schools is committed to promoting an environment free from dating violence. Accordingly, the Mansfield Public Schools seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.

Teen dating violence occurring in any setting is unlawful, and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Mansfield Public Schools will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

This policy applies to the extent that the alleged conduct does not fall within the jurisdiction of the District's Title IX policies. If the alleged conduct is encompassed within the District's Title IX policies and procedures, those policies and procedures would be controlled.

I. Defining the Issue of Teen Dating Violence

Domestic Violence/ Interpersonal Violence: Domestic Violence is a pattern of coercive behavior in which one partner attempts to control another through threats or actual use of tactics, which may include any or all of the following: physical, sexual, verbal, financial, psychological abuse and/or through the use of technology (i.e. cyberbullying).

Domestic Violence affects every community across the country, regardless of ethnic group, culture, or background. People of all ages, sex, income levels, faiths, sexual orientation, gender identity, and education levels experience domestic violence.

Teen Dating Violence: Dating violence (or relationship abuse) is a pattern of over-controlling behavior that someone uses against their dating partner. Dating violence can take many forms, including mental/emotional abuse, physical abuse, sexual abuse and/or through the use of technology (i.e., cyberbullying). Someone may experience dating violence even if there is no physical abuse. It can occur in both casual dating situations and serious, long-term relationships.

Child Witness/Exposure to Domestic Violence: Witnessing violence can affect every aspect of a child's life, growth, and development. Exposure can include seeing or hearing the abuse, discovering the effects of abuse (their parent's injuries or broken furniture, etc.) and/or being injured/hurt defending a parent against the abusive behavior.

Family Violence: Family violence is a broader definition, including child abuse, elder abuse, and other violent acts between family members.

Victim/Survivor/Battered: interchangeable terms to refer to the person who has been hurt, abused or threatened with harm, whether or not there has been actual physical abuse.

Abuser/Perpetrator/Batterer: interchangeable terms to refer to the person inflicting the abuse and causing harm, whether or not there has been actual physical abuse.

Additionally, such conduct may also constitute harassment, a form of discrimination that is prohibited by federal and state law; and/or such conduct may constitute bullying, including without limitation, cyberbullying, which is prohibited by state law. The Mansfield Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment, and the Mansfield Public Schools Anti-Bullying Policy also prohibit such conduct.

II. Recognizing Warning Signs:

- Signs of Abusive Behavior or Victimization include:
- Low self-esteem
- Views violence as a means of problem solving
- Belief that assault is normal
- Difficulty in establishing positive relationships
- Lack of empathy toward others
- Difficulty with social interactions
- Need for instant gratification
- Low impulse control
- Angry outbursts
- Difficulty with dating relationships
- Very degrading toward females
- Victim stance
- Difficulty with authority figures
- Inappropriate physical contact
- Inability to set goals for the future
- Has witnessed domestic violence toward their mother
- Difficulty with accepting responsibility for own actions
- Hopelessness
- Depression
- Poor decision making/problem solving skills
- Sexual harassing behavior
- Difficulty with following directions
- Little or no investment in learning life skills

- Fear of failure/anxiety

III. Procedure for Reporting Teen Dating Violence

Responsibility of Students

A student, who believes that they have been a victim of teen dating violence, believes that they are in danger of teen dating violence, or has a restraining order against an individual, may report the matter to any of the following individuals: (1) Principal, (2) Assistant Principal, (3) guidance/counselor, (4) teacher, or (5) school nurse.

Students who observe an act of teen dating abuse, or who have reasonable grounds to believe that these behaviors are taking place, should report incidents to school faculty and/or staff. The targeted student will, however, not be subject to discipline for failing to report teen dating abuse.

The staff member who receives the report must notify the principal or his designee verbally or in writing no later than the end of the student's school day.

Responsibility of School Staff

School staff will take all reasonable measures to prevent teen dating abuse. Any employee that witnesses, hears of, or has reasonable grounds to believe that these behaviors are taking place, is obligated to report such behaviors to the principal or their designee. Additionally, any employee who observes an incident of teen dating violence on school property or at a school-related event on or off school property must immediately notify the principal or their designee.

This report should be made verbally or in writing as soon as possible but no later than the end of the student's school day. All staff members are required to report all acts or incidents of dating violence.

These could include:

- Witnessed or reliable information concerning acts or incidents that are characterized by physical, emotional, verbal or sexual abuse;
- Digital or electronic acts or incidents of dating violence;
- Patterns of behavior that are threatening or controlling.

When a report of teen dating violence is received, whether it occurred off school property or has occurred on school property, on the way to or from school or at a school-related event, or a violation of a restraining order on school property, on the way to or from school or at a school-related event is received, the Mansfield Public Schools will act promptly to notify the appropriate authorities of the alleged incident. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Any student who knowingly makes a false accusation of dating violence will be subject to disciplinary action.

It is important to take third-party information seriously where teen dating violence is concerned. It is recommended that an appropriately trained member of the school staff approach the student to discuss what has been heard and potential concerns. If abuse is acknowledged, a "safety plan" should be worked

on, in addition to recommending and sharing referrals for counseling, support groups, and police/court assistance.

Additionally, school staff must remember to comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51A complaints should be done by following the Mansfield Public Schools Child Abuse and Neglect Reporting Guidelines, including notifying the Principal of the suspected abuse and neglect. Furthermore, school staff may need to report all crimes to the police. Staff should notify the principal, who will notify the Superintendent and the School Resource Officer (SRO). The SRO will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

IV. Ensuring Confidentiality

Under state law, any information about a student's status as a target or perpetrator of dating abuse or as the petitioner or respondent of an order of protection and other related information that is either generated by or provided to school officials, regardless of its form, is part of the individual's student record (see Massachusetts Student Records Regulations, 603 CMR 23.00). The information is confidential and must be kept private and secure, and may not be disclosed to third parties without the written consent of the parent or eligible student, except in limited circumstances. An "eligible student" is a student who is 14 years of age or older or who has entered the 9th grade, unless the school committee has extended rights to younger students or those who have not yet entered 9th grade (603 CMR § 23.02). Once the student reaches the age of 18, the student or the parent may consent to the disclosure of information from the student's record to third parties unless the student has limited the parent's right in that regard. (Although a student 18 years of age or older has authority to limit the parent's right to consent to disclosure of their student records, the student cannot limit the parent's right to review them.)

Authorized school personnel may have access to student records of students to whom they are providing services when access is necessary to perform their official duties (603 CMR §23.07(3)). In these circumstances, written consent of the eligible student or parent is not required. For example, if the student or student's parent has provided the school a copy of a court order of protection issued on behalf of one student against another student in the same school, they may need to inform the assistant, the school nurse, teachers, and the student's guidance counselor for safety planning and other related purposes.

A school may disclose information to parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. (See Massachusetts Student Records Regulation 603 CMR 23.07.

Parental Notification and Disclosure

If school personnel determine that a student is currently in danger or there is potential for danger related to dating abuse, a parent/guardian must be notified. School counselors and administrators will work together with students experiencing dating abuse to find ways of involving parents/guardians in increasing their child's safety. If students choose to notify their parents that they are experiencing abuse, school personnel will assist the student in developing a plan for such disclosure, including meeting with students and parents as needed. The student may disclose the name of the alleged offending student to

their parents, but the school may not be able to disclose the name depending on the circumstances and safety plan put into place.

Procedures When the School Is Provided With a Copy of a Restraining Order

When a student has a restraining order against an individual and provides a copy of the order to the school, the school should hold a meeting with the student and their parents/guardians to review the restraining order and its implications. A "safety plan" should be worked out to address the victim's needs and concerns, including staff to which the student may report if any concerns arise or any violation of the restraining order occurs while the student is on school property or at a school-related event. If the restraining order is against another member of the school community, a separate meeting should be held with that individual to review the restraining order and its implications, expectations, and the consequences for violation of the order. The development of the “safety plan” will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

V. Investigations and Disciplinary Action

The Assistant Principal or designee investigates promptly all reports of teen dating violence and, in doing so, considers all available information known, including the nature of the allegation(s) and the ages of the students involved. Investigations will be handled in accordance with state guidelines.

During the investigation, the Assistant Principal or designee, among other things, interviews students, staff, witnesses, parents or guardians, and others as necessary. The Assistant Principal or designee (or whoever is conducting the investigation) reminds the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and results in disciplinary action.

Interviews may be conducted by the Assistant Principal or designee, other staff members as determined by the Assistant Principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given their obligation to investigate and address the matter, the Assistant Principal or designee maintains confidentiality during the investigative process. The Assistant Principal or designee maintains a written record of the investigation.

Procedures for investigating reports of teen dating violence are consistent with school or district policies and procedures for investigations. If necessary, the Assistant Principal or designee consults with legal counsel about the investigation. The procedures for investigating reports of teen dating violence align with the disciplinary guidelines and procedures as outlined in the student handbooks.

The Mansfield Public Schools is committed to creating a campus environment that promotes timely and fair adjudication of teen dating violence cases. If it is determined that inappropriate conduct has been committed, the Mansfield Public Schools will take such action as it deems appropriate under the circumstances and that is consistent with the school’s student code of conduct. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school.

VI. Prevention: Training & Education

Staff Training

The Mansfield Public Schools will provide annual training on the district’s teen dating abuse policy and on the topic of teen dating abuse to all administrators, teachers, nurses, and mental health staff at the

middle and high school levels. Upon the recommendation of the superintendent, other staff may be included or may attend the training on a volunteer basis; thereafter, this training will be provided yearly to all newly hired staff deemed appropriate to receive the training by the school's principal.

Student Education

Ongoing age-appropriate education on healthy relationships will be provided to all students in grades K-10, with specific instruction relating to teen dating abuse taught yearly in grades 7 –10 through the health curriculum. This curriculum will include, but not be limited to, defining teen dating violence, recognizing warning signs of abuse, and characteristics of healthy relationships. Additionally, students will be provided with the school district's teen dating abuse policy in the student handbook.

Parent Education

The District will inform parents of the policy against teen dating abuse and provide them with any additional relevant information and local prevention resources through the Mansfield Public Schools website. The Committee encourages the use of parent workshops at the secondary level on the topic of preventing teen dating abuse.

VII. Other Remedies

In addition to reporting a teen dating violence incident that occurs on school property, on the way to or from school, or at a school-related event in accordance with the procedures above, a student who believes that they have been the victim of teen dating violence on school property, on the way to or from school, or at a school-related event may also file a complaint of harassment and/or bullying in accordance with the procedures set forth in either the Mansfield Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment and/or the Mansfield Public Schools Anti-Bullying Policy. Furthermore, a student who believes that they have been the victim of teen dating violence that has occurred off school grounds and/or during non-school hours may report the alleged incident to the police.

Students who believe that they are in danger may also seek a restraining order to protect a person from physical pain or injury or the threat of pain or injury by filing an application for a restraining order at the local courthouse.

VIII. Administrative Plan and Guidelines

The Superintendent will oversee the development of administrative plans consistent with this policy, in consultation with the District's Bullying Prevention Committee.

The Superintendent or designee will review and update the Teen Dating Violence Policy and Administrative Plan by December 31 each year.

IX. Notice

Notice of this policy will appear in all district publications that discuss comprehensive rules, procedures, and student conduct, including but not limited to student handbooks and the Mansfield Public Schools website.

Protocol for Responding to Reports of Teen Dating Abuse and Sexual Violence #JICFC-R

1. Protocol for Intervention: Staff Members

A. Any school staff member who witnesses an act of teen dating violence will take the following steps:

- Verbally instruct the offending student to stop the abusive behavior.
- Separate the offending and targeted student.
- Contact the main office staff, who will immediately contact an administrator to assist if needed.
- Send the offending student to the Assistant Principal's office. If necessary, have the student escorted by an administrator or hall monitor.
- If the behavior took place in the classroom, the staff member should initiate a discipline referral.
- If the incident takes place outside the classroom, but still within the school building, the staff member should report the incident to an administrator, who will initiate a discipline referral.
- Report name(s) of any bystanders to an administrator.
- If the incident takes place at a school-sponsored event outside of the building, reports should be made to the supervising staff member on site (for example, the Athletic Director, Assistant Principal, Class Advisor, etc.)

B. Any school staff member who learns of or suspects an act of teen dating violence will take the following steps:

- If comfortable doing so, staff should speak with the alleged targeted student directly. Inform the student of their right to file a complaint of dating abuse with any counselor or administrator.
- Following the conversation, the staff member will report their concerns verbally to the principal or their designee as soon as possible but no later than the end of the student's school day and must submit a written report no later than one day after.
- If a staff member does not feel comfortable talking directly with the student about their concerns, they should report the concerns verbally to the principal or their designee as soon as possible but no later than the end of the student's school day and must submit a written report no later than one day after.

2. Protocol for Intervention: Assistant Principal or Principal

An Assistant Principal or Principal who witnesses or learns of an act of teen dating abuse will take the following steps:

- Take action to ensure the physical safety and emotional well-being of the targeted student. Contact the school nurse, a guidance counselor or school psychologist to provide assistance.
- Verbally instruct the alleged offending student to stop the abusive behavior. Investigate the complaint in accordance with the procedure outlined in JICFC. Meet separately with the targeted student and alleged offending student. Seek the targeted student's input as to the best outcome of the situation. Assess the student's safety at school and at home, and discuss implications of notifying parents. Gather information from any students, teachers, guidance counselors, or staff

members who may have any knowledge of the incidents. Document what they learn. Assistant Principals should alert the Principal to this process.

- Offer the targeted student assistance in documenting the incident.
- Further investigate the complaint by speaking with the alleged offender and any witnesses or bystanders separately. Document all information.
- If the assessment by the administrator determines that the incident may constitute a crime, the administrator should notify the School Resource Officer or police immediately, as well as the Superintendent.
- Incidents involving sexual contact with students under the age of 16, or dating or sexual abuse of students under the age of 18 must be reported to the Department of Children and Families (DCF).
- If the incident involves sex discrimination or sexual harassment, it must be reported to the Assistant Superintendent, who is the District's Title IX Coordinator.
- The targeted student should be referred to their counselor or school psychologist. If the school psychologist or counselor determines that the targeted student's mental health has been placed at risk, the counselor or school psychologist will make appropriate referrals.
- If the students are under 18, contact the parents/guardians of the targeted student and the alleged offender to inform them that an alleged incident of dating violence has occurred. Ask the parents/guardians to attend separate family meetings with the Assistant Principal and their child to discuss the incident. At no time should the targeted student and alleged offending party be brought together for a meeting.
- Track and document the progress of investigation and intervention to ensure that all important actions are taken.
- Schools must notify both parties in writing of the outcome of the investigation into the act or incident of dating violence.
- The school administrator must also refer the student and/or the student's parents/guardians to the Mansfield Public Schools Non-Discrimination Policy and Prohibition against Sexual Harassment, which addresses procedures for informal resolution and filing of formal complaints, and the Mansfield Public Schools Anti-Bullying Policy and provide copies of the same upon request, when these policies are applicable.

3. Working with the Targeted Student

Assistant Principals and Principals will use the following methods of intervention with the targeted student:

- Conference with the targeted student and parent(s)/guardian(s).
- Identify immediate actions that can be taken to increase the targeted student's safety and ability to participate in school, minimizing fear or intimidation. Discuss this plan with the necessary teachers, guidance counselors, school psychologist, school resource officer, school nurse and hall monitors where appropriate.
- Inform the student and parent(s)/guardian(s) of school and community resources as needed, including their right to file charges or seek legal protection. Offer access to school or community based counseling as needed.
- Encourage the student to report further incidents.

- Monitor the targeted student's safety at school and school-sponsored events as needed. Assist the targeted student with safety planning for the school day and at school-sponsored events with assistance from the student's guidance counselor.
- Assist students in accessing community-based resources for safety planning for after-school hours.
- Document the meeting and any action plans on an Incident Report Form. If the targeted student or parent(s)/guardian(s) decline to document the incident, note this on the form.
- Store all complaints and related documentation in a separate, confidential file and document subsequent follow-up actions and complaints as appropriate.
- Assistant Principals may provide the targeted student with the right to have a support person of their choosing present during appropriate stages of the investigation.

4. Working with the Alleged Offender

The Mansfield Public Schools require every reasonable effort be made to protect the due process rights of the alleged offender. At their discretion, administrators will adopt the following methods of intervention with the alleged offender:

- Conference with the alleged offender and parent(s)/guardian(s).
- Allow the alleged offender an opportunity to respond in writing to the allegations. Additionally, investigate the allegation in accordance with Policy JICFC.
- Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents. Inform the alleged offender and parent/guardian of help and support available at school or in the community as needed. Offer access to school or community based counseling.
- Address the seriousness of retaliation against the targeted student for reporting the incident or cooperating with the investigation. Inform the alleged offender that retaliation or threats of retaliation in any form designed to intimidate the targeted student, those who are witnesses, or those investigating an incident will not be tolerated. In most cases retaliation or a threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, referral to the police.
- Document the meeting and action plans as appropriate.

5. Ensuring Confidentiality

The Mansfield Public Schools recognizes its responsibility to safeguard the privacy of its students, staff, and their families. The MPS, therefore, is committed to protecting the confidentiality of personal information concerning students, families, and staff. Disclosure of information about students may be governed by federal and state laws. School administrators will consult with the MPS legal counsel as needed to comply with state and federal laws.

- Under state law, any information about a student's status as a target or perpetrator of dating abuse or as the petitioner or respondent of an order of protection and other related information that is either generated by or provided to school officials, regardless of its form, is part of the individual's student record (see Massachusetts Student Records Regulations, (603 CMR §23.00)). The information is confidential and must be kept private and secure, and may not be disclosed to third parties without the written consent of the parent or eligible student, except in limited circumstances. An "eligible student" is a student who is 14 years of age or older or who has entered the 9th grade, unless the school committee has extended rights to younger students or

those who have not yet entered 9th grade (603 CMR §23.02). Once the student reaches the age of 18, the student or the parent may consent to the disclosure of information from the student's record to third parties unless the student has limited the parent's right in that regard. (Although a student 18 years of age or older has authority to limit the parent's right to consent to disclosure of their student records, the student cannot limit the parent's right to review them.)

- Authorized school personnel may have access to student records of students to whom they are providing services when access is necessary to perform their official duties (603 CMR §23.07(3)). In these circumstances, written consent of the eligible student or parent is not required. For example, if the student or student's parent has provided the school a copy of a court order of protection issued on behalf of one student against another student in the same school, they may need to inform the assistant, the school nurse, teachers, and the student's guidance counselor for safety planning and other related purposes.
- A school may disclose information to parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals(603 CMR §23.07).

Parental Notification and Disclosure

If school personnel determine that a student is currently in danger or there is potential for danger related to dating abuse, a parent/guardian must be notified. School counselors and administrators will work together with students experiencing dating abuse to find ways of involving parents/guardians in increasing their child's safety. If students choose to notify their parents that they are experiencing abuse, school personnel will assist the student in developing a plan for such disclosure, including meeting with students and parents as needed. The student may disclose the name of the alleged offending student to their parent/guardian, but the school may not be able to disclose the name depending on the circumstances and safety plan put into place.

Bullying Prevention And Intervention (Unless otherwise defined by Massachusetts General Law) - #JICFB, #JICFB-R

The Mansfield Public Schools is committed to providing a safe haven that fosters a culture of respect free from harassment, intimidation, bullying, cyber bullying, and retaliation to support the diverse human needs of all our students, employees, volunteers, visitors, and patrons. This commitment is an integral part of our comprehensive efforts to promote learning in a safe environment, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in district school buildings, on school grounds, or in school-related activities. This prohibition applies to all MPS employees, volunteers, independent contractors, students, and parents/guardians, including conduct between/among all parties. All reports and complaints of bullying, cyber bullying, and retaliation will be investigated promptly and action taken to end that behavior and restore the target's sense of safety. This commitment will be supported in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Administrators and supervisors are expected to make clear to students and staff that any bullying behaviors, as defined below, will not be tolerated in school buildings, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored events or activities.

Bullying is prohibited:

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

Bullying and cyberbullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Mansfield school district if the act or acts in question create a hostile environment at school for the target; infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school.

I. Definitions

To effectively support a comprehensive and collaborative approach to school safety, it is essential for school personnel, students, parents/guardians, law enforcement agencies and other interested parties to use common language. The following definitions, several of which are copied directly from M.G.L. c. 71, § 37O, are provided to help facilitate this:

Aggressor is a student or a member of a school staff who engages in bullying, cyber bullying, or retaliation.

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

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

Cyberbullying is defined as bullying through the use of technology or any electronic communication, which will include, but will not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying will also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of

another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber bullying will also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the clauses, inclusive, of the definition of bullying. 37O(a)

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Multi-Tiered System of Supports (MTSS) is a framework that provides guidance on how we can improve educational, social, emotional and behavioral outcomes for all students. This involves the development of integrated systems to proactively support the needs of all learners. Much of Response to Intervention is encompassed by MTSS but the philosophy is somewhat different and the scope is broader. It follows a three-tiered model of instruction. Each school has established teams to provide support for teachers who request assistance to develop, expand and implement strategies in the regular classroom to help meet the diverse needs of students.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated. For the purpose of this policy and accompanying plan, whenever the term bullying is used, it is to denote either bullying or cyberbullying.

II. Prevention and Intervention Plan

The Superintendent will oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, and parents/guardians, consistent with the requirements of this policy, as well as state and federal laws.

The Superintendent or designee will review and update the Bullying Prevention and Intervention Plan by December 31 every other year.

Each Principal will implement and oversee the Bullying Prevention and Intervention Plan within their school.

III. Reporting

Responsibility of Students

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, should report incidents to a member of the school staff. The target will, however, not be subject to discipline for failing to report bullying.

Each school will have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action will be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying may be subject to disciplinary action.

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

Responsibility of School Staff

School staff will take all reasonable measures to prevent bullying. Any employee that witnesses, hears of, or has reasonable grounds to believe that bullying behaviors are taking place, is obligated to report such behaviors to the principal or their designee immediately. Additionally, any employee who observes an incident of bullying on school property or at a school-related event on or off school property must immediately notify the principal or their designee.

This report should be made verbally as soon as possible but no later than the end of the student's school day. Staff members are required to report all acts or incidents of bullying**.**

IV. Investigation Procedures

The building Principal or designee first assesses the safety needs of the alleged target and/or protects the alleged target from possible further incidents. The building Principal or designee work with staff to create a personal safety plan; assign seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identify a staff member (in most cases the guidance counselor) who acts as a "safe person" for the target; and, when feasible, altering the aggressor's schedule so there is no access to the target. The administrator alerts the parents/guardians about the safety plan as needed. The Principal or designee will promptly investigate the report of bullying, in accordance with current state regulations.. The investigation may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Student support staff will assess an alleged target's needs for protection and create and implement a safety plan that will restore a sense of safety for that student. Confidentiality will be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the Principal or designee determines that bullying has occurred, they will take appropriate disciplinary action.

Furthermore, school staff also must report all crimes to the police. Staff should notify the Principal, who will notify the Superintendent and the School Resource Officer. The SRO will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will be completed promptly. The parents or guardians will be contacted upon completion of the investigation and informed of the results, including whether the allegations were found

to be factual, whether a violation of this policy was found, and to the parents of the alleged aggressor, whether disciplinary action has or will be taken.

V. Retaliation

The Mansfield Public Schools prohibits retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

VI. Confidentiality

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

VII. Disciplinary Action

The Mansfield Public Schools is committed to creating a campus environment that promotes timely and fair adjudication of bullying incidents. Principals will establish guidelines to protect the rights and privacy of the targeted student as well as the due process rights of the alleged aggressor. If it is determined that inappropriate conduct has been committed by a student, the Mansfield Public Schools will take such action as it deems appropriate under the circumstances and that is consistent with the school's Student Code of Conduct. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school. All employees, including supervisors and managers, who engage in bullying are subject to immediate disciplinary action, including possible termination of employment.

The District will provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to both the targeted student and aggressors as necessary.

The Principal or designee will document and maintain a file on any incident of bullying that is reported per this policy. The Principal will provide a monthly report to the Superintendent.

VIII. Prevention: Training and Education

Staff Training

The Mansfield Public Schools will provide annual training in preventing, identifying, responding to, and reporting incidents of bullying for school employees and volunteers who have significant contact with students and will provide annual training for faculty and staff at each school on the Bullying Prevention and Intervention plan as it pertains to their respective school.

Student Education

On-going, age-appropriate, evidence-based instruction on bullying prevention will be incorporated into the curriculum for all K-12 students.

IX. Publication and Notice

Notice of this policy and plan will appear in all district publications that discuss comprehensive rules, procedures, and student conduct, including but not limited to student handbooks and the Mansfield Public Schools website.

The Superintendent or designee will provide annual written notice of the Bullying Prevention and Intervention Plan to all school staff. Employee handbooks will include relevant sections of the Bullying Prevention and Intervention Plan as they relate to the duties of faculty and staff.

Principals will provide annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan, in age-appropriate terms, to students and their parents/guardians in student/parent handbooks.